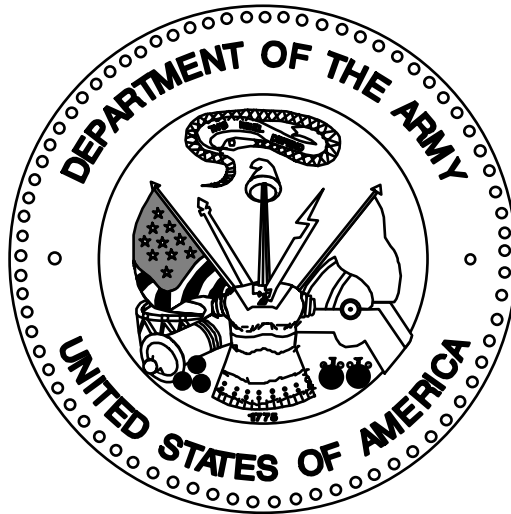# ARMY STATIONING AND INSTALLATION PLAN (ASIP)

Background Information
And Website Users Manual

PART I - BACKGROUND / GENERAL INFORMATION

Source Information for ARMY Units

SAMAS

SAMAS (Structure And Manpower Allocation System) is the top level Army Force Management database. It provides a 7 year look at the end strengths of Parent level (roughly "Battalion" echelon) MTOE (Modified Table of Organization and Equipment) and TDA (Table of Distribution and Allowances) units as well as the end strengths of the TDA Augmentation to MTOE documents.

STRUCTURE AND MANPOWER ALLOCATION SYSTEM (SAMAS)

SAMAS is the force development automated data processing system that records, maintains and distributes force structure information for all units in the total Army. SAMAS is the Army's "force programming database of record" for all force structure actions. It maintains information for all Active Component, Army National Guard, Army Reserve, required (but unresourced) War Reserve sets of equipment. The primary inputs to SAMAS are "above the line" forces (divisions, separate brigades, armored cavalry regiments and special forces groups) directed by the Defense Planning Guidance and ``below the line" forces echelon above division/echelon above corps (EAD/EAC) forces (combat, combat support, combat service support and TDA) derived from the TAA process. SAMAS has two primary files. One is a Force Structure (or Force File), which reflects the approved (documented and programmed) force structure position for each unit in the Army. The Force File produces the Army's Master Force (MFORCE). The second file is a Program and Budget Guidance (PBG) File which produces both the civilian annex to the MFORCE as well as the Manpower Addendum to the PBG.

The FORCE FILE

The Force File is updated and maintained by the Force Integrators/Command Managers and Organizational Integrators at HQDA ODCSOPS-FD. The Budget File is updated and maintained by the Resource Integrators/PBG Command Managers of USAFMSA. The Force File displays the force structure position for every unit in the Army at Unit Identification Code (UIC), Standard Requirement Code (SRC), effective date (EDATE), Army Management Structure Code (AMSCO), Management Decision Package (MDEP), Resource Operating Code (ROC), required and authorized strength levels (personnel spaces), MTOE and TDA number level of detail. Additional data items include Troop Program Sequence Number (TPSN), unit number and regimental designation, unit description, command assignment code, location code, station name, phase and action codes, required and authorized strength levels, mobilization data, Army Force Package Code (FPC) and Department of the Army Master Priority List (DAMPL) number. There are approximately 70 total data items for each unit

displayed over-time (previous, current and future programmed and approved actions). SAMAS does not contain MOS and grade level of detail, but drives the development of authorization documents in The Army Authorization Documents System - Redesigned (TAADS-R), which contain MTOEs and TDAs at paragraph, line, MOS and grade, line item number (LIN), equipment readiness (ERC) and quantity level of detail.

The BUDGET FILE

The Budget File contains Active Component military and civilian manpower data. The Budget File represents manpower for which budget authority is available. The Budget File is the feeder system to the HQDA Program Analysis and Evaluation (PA&E) Program Optimization and Budget Evaluation (PROBE) database which captures the Army's POM and Budget submissions. The Budget File also feeds civilian data to the ASA(FM&C) Civilian Manpower Obligations Resources (CMORE) system where civilian costing is performed for all PPBES events. Primary inputs to the Budget File are: MACOM Command Plans, Program Budget Decisions (PBDs) and POM decisions. Primary outputs of the Budget File are the Manpower Addendum to the MFORCE. The Addendum is normally published three times a year.

The COMMAND PLAN (CPLAN)

The CPLAN is a process which is used to make adjustments between SAMAS programmed spaces and the proposed draft MTOE authorizations. In some cases, two to four years separate the force programming for a unit and the documentation of the unit. Changes in structure over time necessitate that "bills" and "billpayers" for authorized spaces be identified and adjustments made to balance the Force and Budget Files in SAMAS with TAADS-R. Those issues without resolution are deferred pending identification of other solutions (directed military over strength - DMO, overstructure/undermanning, reorder documentation priorities, as examples). CPLAN is also used by the MACOMs to comply with TAA directed force structure actions and to submit selected MACOM initiatives.

Unprogrammed force structure actions (activations, inactivations, change in strength or Authorized Level of Organization - ALO, as examples), deviations from MTOE standardization, changes in organization form doctrinal changes not yet reflected in units designs and changes in Army Management Headquarters Activities (AMHA) accounts, as examples, must be submitted to HQDA by Concept Plan. The Concept Plan will state, among other things, the purpose, objectives, advantages and disadvantages of the proposed activation or reorganization, and include resource requirements (force structure and budget).

Following CPLAN, SAMAS is adjusted to the "corrected" strength levels and the draft MTOE's, with changes applied, are again forwarded to the SMEs and the MACOMs for review to insure the agreed upon positions have been documented.

What does ASIP take from SAMAS?

ASIP pulls UIC (Unit Identification Code) and Strength information for "parent" MTOE and TDA organizations from SAMAS. This information is contained in the MFORCE file for MTOE and the military portions of TDAs and Aug TDAs. All civilian strength information is obtained from the PBG file. The strength information obtained for these units is the de-facto end strength of the parent including all derivatives when we later play the zero sum game of decrementing the parent strength by the strength of the derivatives.

MTOE and TDA units in SAMAS have UICs that end in "AA". TDA Augmentation to MTOE unit end in "99". ASIP also creates non-additive "parent" units whose UICs end in "NA" to display non-additive authorizations that are not in SAMAS, but are authorized in TDA documents. (See the discussion later on non-additive units under Special Cases for Army Unit) These unit types are further differentiated by the Unit Type Code or TYPCO.

UNIT TYPE	UIC ENDS IN…	UNIT TYPE CODE (TYPCO)	Acronym
MTOE	AA	1	Modified Table of Organization and Equipment
TDA Augmentation to MTOE	99	2	
TDA	AA	3	Table of Distribution and Allowances

The following table shows possible source codes for SAMAS parent units and their meanings.

SOURCE	SOURCE DESCRIPTION
SMS	SAMAS (UNMODIFIED)
SMSDAI	SAMAS DECREMENTED BY FIELD INPUT
SMSSID	SAMAS DECREMENTED BY SIDPERS
SMSTAD	SAMAS DECREMENTED BY TAADS
SMM	SAMAS UNIT RELOCATED – MULTIPLE UNIT

	MOVE
SMMDAI	(ABOVE) DECREMENTED BY FIELD INPUT
SMMTAD	(ABOVE) DECREMENTED BY TAADS
SMR	SAMAS RELOCATED
SMRDAI	SAMAS RELOCATED AND DECREMENTED BY FIELD INPUT
SMRSID	SAMAS RELOCATED AND DECREMENTED BY SIDPERS
SMRTAD	SAMAS RELOCATED AND DECREMENTED BY TAADS

Unit records in the SAMAS force are maintained and assigned a location at the parent unit level. In other words, all elements or organic sub-units of an identified unit are assumed to be at the parent unit location. For example, SAMAS considers the MTOE engineer companies that have been assigned to Fort Polk, LA and Waples USAR Center in Anderson, IN to be stationed with their parent battalions at Fort Riley, KS and Fort Benjamin Harrison, IN, respectively. Similarly, SAMAS considers a TDA maintenance support element that has been assigned to Fort Greely, AK to be located with its parent TDA unit at Fort Richardson, AK.   These split units do not appear in SAMAS, but they should appear in TAADS (proper documentation is essential). (See AR 71-32 for TAADS documentation procedures and processing.)

TAADS

   TAADS (The Army Authorization Documents System) is an automated system for developing and documenting organizations, which contain personnel and equipment necessary to support assigned missions of Army units. The final products of TAADS are MTOE and TDA documents. MTOEs and TDAs identify personnel and equipment authorizations by a unit identification code (UIC). Split or derivative elements, located apart from the parent unit, are assigned a derivative UIC, which is a subset of the parent unit UIC. Thus, the location of split elements can be determined from the derivative UIC and further defined in the SORTS database (discussed later under Field Input databases). The components of TAADS are the TDA file and the MTOE file. Extracts of these files are used to provide derivative unit data for the ASIP.

   Personnel authorization data from the TDA file that has the latest effective date are used to "straight line" derivative unit strengths throughout the ASIP report period. For example, if a unit has a TDA which authorizes 90 enlisted with the effective date of 10/01/1999 and a TDA which authorizes 100 enlisted with an effective date of 06/01/2000 which is the last approved TDA document, the strength of 100 enlisted will be carried through all subsequent fiscal years in the ASIP. Strength authorizations data for MTOE units are 'straight lined' in the out years in a similar way. The TDA file also identifies non-additive authorizations,

another category of personnel authorizations not accounted for in SAMAS. Non-additive authorizations are positions that are filled by people not accounted for in the Army's authorized end strength. Examples are RC (Reserve Component) personnel authorized for active duty to fill specifically approved positions and personnel of other services that are assigned to an Army unit. Non-additive authorizations are extracted from the latest TDA document of each unit for inclusion in the ASIP under the "Other Tenant – Non-additive" category.

DCSOPS is the proponent for TAADS. The system is managed by HQDA (DAMO-FD). DCSOPS reconciles TAADS data with SAMAS data through the Automatic Update Transaction System (AUTS). The AUTS "synch" the TAADS and SAMAS data for the current year through FY3.   Data beyond FY3 are 'straight-lined' out based on the FY3 information.

The following table shows the SOURCE code pertaining to TAADS derived units in the ASIP:

SOURCE	SOURCE DESCRIPTION
TAD	TAADS
TADDAI	TAADS UNIT DECREMENTED BY FIELD INPUT
TADTAD	TAADS SUBUNIT DECREMENTED BY TAADS DETACHEMENT
TAM	TAADS RELOCATED – MULTIPLE UNIT MOVE
TAR	TAADS UNIT RELOCATED

ATRRS - Individual School Training Loads

The ASIP obtains Army Training Resources & Requirements (ATRRS) Army Program for Individual Training (ARPRINT) information from the DCSPER in the form of projected Army individual training requirements for all components. This information is provided as projected student structure loads (SL) for all students at Army and non-Army schools for the current and two future fiscal years. The SL represents an average class size distributed equally over the training year. SL = required number of students times class length divided by 50 available training weeks. SL = RQT*CL/50.

In the ASIP, the ATRRS SL is used to calculate a population for students resident on Army Bases or a representative Billet Load (BL). Students are classified as PCS, TDY, AIT Trainees, BT Trainees, OSUT Trainees, or Receptees. Each grouping of students has a calculated BL. Billet Load equates to "bed space requirements" for each course and can be used in conjunction with other planning information to define requirements for barracks and training facilities.

The following formulae describe how ASIP Billet Loads (BL) are calculated:

- **BT Trainees:**　　BL = SL * 11 weeks / 9 weeks) * (60%*12months/5 months) = SL * 1.22 * 1.44
- **OSUT Trainees:**　BL = SL * (17 weeks / 15 weeks) * (60% *12 months/ 5 months)= SL * 1.13 * 1.44
- **Receptees:**　BL = ((BT SL * 50 weeks / 9 weeks) * (1.86 weeks / 48 weeks) * 1.5) + (OSUT SL * 50 weeks / 15 weeks) * (1.86 weeks / 48 weeks) * 1.5)= (BT SL * 0.323) + (OSUT SL * 0.194)
- **AIT Trainees:**　　BL=SL*1.25

NOTE: ACSIM approved a change to the Receptee formula for the 2002 ASIP. Prior to 2002, Receptees were calculated with the following formula:　　BL = ((BT SL * 50 weeks / 9 weeks) * (1.20 weeks / 48 weeks) * 1.15)　　+ (OSUT SL * 50 weeks / 15 weeks) * (1.20 weeks / 48 weeks) * 1.15)= (BT SL * 0.159) + (OSUT SL * 0.096)

The following table shows the SOURCE code pertaining to ATRRS derived units in the ASIP:

SOURCE	SOURCE DESCRIPTION
ATR	ATRRS SCHOOL STUDENT LOAD

The following table shows the Unit Type Codes associated with ATRRS units:

TYPCO	DESCRIPTION
4	PCS Students
5	TDY Students
6	Trainees

USAR SIDPERS AND NGB SIDPERS

The ASIP (Army Stationing and Installation Plan) uses the (SIDPERS) Standard Installation/Division Personnel System to identify derivative units, their locations, and their strengths for the Reserve Components. Reserve component units are often split below the organic unit level (i.e., company) to that of the detachment level. An example is a detachment of a Repair Parts Company that has been assigned to the Douglas USAR Center in Salt Lake City, UT, whose parent company (Repair Parts Company) is located at Browning USAR Center in Ogden, UT.   These types of split units are identified in the unit data file of the SIDPERS-USAR.

  SIDPERS-USAR and SIDPERS-ARNG are automated systems that manage information regarding USAR and ARNG personnel and their units. The unit

databases include the location and authorized strength of all current SAMAS parent USAR and ARNG units and the description and location of all their derivative elements.

An extract of the unit data is used to identify and locate USAR and ARNG derivative units in the ASIP, as well as verify the location of the parent units.

Currently the Army as a whole is transitioning to a new system called the Total Army Personnel Database (TAP-DB). Similar data will be extracted from the new data format and coordination has been made to make the transition transparent to the ASIP.

SIDPERS derived units are treated much the same as undocumented derivatives that are identified from field input. UICs, locations and strengths are taken directly from SIDPERS and are stored internally in a single table that inputs to the ASIP creation process. (Field input derived undocumented derivatives are assigned an ASIP-specific UIC and location information is stored in a separate table.)

The following table shows the SOURCE code pertaining to SIDPERS derived units in the ASIP:

SOURCE	SOURCE DESCRIPTION
SID	SIDPERS INPUT FROM RESERVE OR NATIONAL GUARD
SIR	SIDPERS INPUT THAT HAS BEEN RELOCATED

Field Input databases

Undocumented Derivatives

DA PAM 5-18 describes several data sources whose ultimate source is the annual field input cycle. The first two of these databases are the Field Derivative (additive authorizations) Database (FDAAD) and the Field Derivative (non-additive authorizations) Database FDNAD. Units from these sources are generally referred to as Undocumented Derivatives. An undocumented derivative unit is found when a portion or detachment of a unit is stationed apart from the parent organization and this organizational and geographic separation is not recognized in the TAADS authorization documents for the unit. For active army installation and active army units the only source identifying these units is field input. Although the SORTS database can be used to identify derivative UICs for these organizations, the unclassified extract of SORTS available for the creation of the ASIP does not contain unit strength information.

The following table shows the SOURCE code pertaining to Undocumented Derivative units in the ASIP:

SOURCE	SOURCE DESCRIPTION
DAI	FIELD INPUT TOTA OR UNDOCUMENTED DERIVATIVE

SORTS

The Status of Resources and Training System (SORTS) is a classified database and automated report system used within the DOD that provides authoritative unit identification, location, and resources information for units and organizations of the U.S. Armed Forces. The National Command Authorities and the Chairman and other members of the Joint Chiefs of Staff use data from the SORTS database for strategic planning. It is documented in Joint Pub 1-03.3. Unclassified UIC, description, and location data may be extracted from SORTS. SORTS is also the authoritative source for the existence and location of derivative UICs since all fragments of an organization are required to be documented. The ASIP creation process assigns SORTS locations to derivatives of MTOE and TDA units.   If a derivative unit is not registered in SORTS, but is identified in TAADS, the Creation process will assign the derivative unit its parent's location from the SAMAS database. SORTS description information is used to fill the second of two description fields (UNDES) for most TAADS derivative units. SORTS can further be utilized during the update cycle to identify and verify undocumented (in TAADS) derivative organizations.

DCPDS

The Defense Civilian Personnel Database System is used by DOD agencies for personnel administration activities. The ASIP uses extracts of this data from the various agencies in order to identify DOD populations on Army installations. DCPDS is further used to document Army National Guard Full Time Support (FTS) personnel.

Special Cases for Army Units

Non Additive Authorizations

Non additive authorizations are positions in Active Army TDAs that do not count against the end strength of the Army. They are identified at the line level of the TAADS documents by certain Personnel Remarks Codes entries (PRMK).

Below are the TAADS Personnel Remarks codes that identify non-additive authorizations:

Remark Code	Definition
85	Full-time equivalent personnel (NON-ADD) special
87	Reserved for future use (NON-ADD)
88	Reserved for HQDA use (non add)
89	Active Guard and Reserve (Army National Guard ARNG only) (non add)
90	Planning position (non add)
91	Non-Army positions (non add)
92	Active Guard and Reserve (U.S. Army Reserve (USAR) only)(non add)

The ASIP creation process 'pulls' these authorizations from their respective documents and creates Non-additive UICs to account for the positions. This is done to account for the discrepancy between the end strength of the Army vs. the end strength of the MTOEs and TDAs in the Army and to identify where the non-additive population is stationed. Quite often you will see zero authorized strength in non-additive UICs. This occurs when the positions are Required, but not Authorized in the TAADS document. **Derivative non-additive authorizations are created to account for non-additive personnel not collocated with their parent units.**

The following table shows the Unit Type Code associated with non-additive units:

TYPCO	DESCRIPTION
N	NON-ADDITIVE

Full Time Support

Full Time Support (FTS) positions are found in the Army Reserve and the National Guard. These authorizations include Active Duty Soldiers who fill a position on a Guard or Reserve MTOE or TDA and full time civilians who support Guard and Reserve units. A subset of FTS civilians are also required to serve as soldiers assigned to Guard and Reserve Units. These positions are referred to

as Technicians. All FTS civilians are directly employed by the Army and are counted as USD or U.S. Direct hire civilians. FTS positions do not include civilians hired by the individual States.

Each State Area Command (STARC - ARNG) and Reserve Support Command (RSC - USAR) has a pool of FTS personnel that are documented as a single organization. The Army Reserve documents their FTS personnel on a single TDA for each RSC. The National Guard documents their FTS personnel using the DCPDS system (discussed earlier in Field Input databases) and does not document them in TAADS. The ASIP creation process creates a notional "parent" unit for the ARNG FTS personnel for each state. **When these employees support a unit that is not collocated with the STARC or RSC (the parent unit), an undocumented derivative UIC is created for them and they are assigned a supporting relationship to that unit (non-parent) in the ASIP. This means that their stationing or location is dependant on the supported unit.**

FTS personnel fill two authorizations in ASIP since they are documented in the line detail of the supported unit as well as in the STARC and RSC TDAs or DCPDS systems.

FTS units are assigned the following Unit Type Codes (TYPCO):

TYPCO	Description
F	FTS – Reserve
G	FTS – Guard

Active Guard / Reserve

Active Guard / Reserve (AGR) are Army National Guard or Reserve soldiers who serve as full time soldiers at their Guard or Reserve units. They fill positions in TDAs and MTOEs that have personnel remarks codes that specify AGR. These codes are shown and discussed in the NON-ADDITIVE section above. All AGRs are non-additive (but not all non-additive authorizations are AGRs - see selection above). The Army Reserve documents its AGR soldiers in TAADS with one TDA for each RSC and an additional TDA for the Office of the Chief of Army Reserve. National Guard AGR soldiers are documented in the DCPDS system and not in TAADS.

It is important to note that AGR soldiers who serve in Active Army TDA and MTOE units are not assigned an AGR Unit Type Code (TYPCO). They are given a TYPCO of N to signify their non-additive status. All units with an AGR TYPCO support Guard and Reserve units.

Like FTS soldiers, most AGR soldiers fill two authorizations with the exception of those serving in Active Duty units.

AGR units are assigned the following Unit Type Codes (TYPCO):

TYPCO	Description
H	AGR – Reserve
J	AGR – Guard

USACE Civil Works

U.S. Army Corps of Engineers Civil Works organizations are those parts of the Corps of Engineers that are funded by directly allotted congressional funds rather than through the Army budget. Prior to the FY 2000 ASIP, there was no official source that allowed these organizations to be reported in the ASIP. In FY 2000, data for some Civil Works organizations was provided by the Corps of Engineers. USACE Civil Works organizations are non-additive and do not contribute to the end-strength of the Army. These organizations are accounted for under Unit Type Code (TYPCO) of "W" in order to distinguish them from the additive portions of the Corps and the rest of the Army.

Those USACE organizations that are funded out of the Army Budget continue to be accounted for under TYPCO "3" and ASGMT "CE" as they do not fall into this category.

USACE Civil Works organizations are assigned the following Unit Type Code (TYPCO):

TYPCO	Description
W	USACE Civil Works

Source Information for Tenants Other Than Army

The remaining data source discussed in DA PAM 5-18 that would fall into the category of Field Input is the Other Tenants (OT) database. These organizations are more commonly referred to as Tenants Other Than Army (TOTA). This database contains records that identify all other authorized (full-time) permanent tenants at an installation that have been identified from any other data source. Examples of TOTA are:

1. DOD Schools, Agencies, and Joint Activities
2. Non-appropriated Fund Instrumentalities
3. Non-Army DOD activities
4. Other Federal and State governmental activities
5. Contractor activities
6. Private Organizations
7. Commercial activities

To be included in the ASIP database, a TOTA unit should be authorized to perform functions or conduct business on the installation on a day-to-day basis for a period of 1 year or longer through the proper execution of one of the following documents:

1. Official Orders
2. A Memorandum of Agreement (MOA)
3. A Memorandum of Understanding (MOU)
4. An Inter-Service Support Agreement (ISSA)
5. A contract through which the Army is required to provide real property for the contractor's use.

The following table shows the SOURCE code pertaining to Field Input units in the ASIP:

SOURCE	SOURCE DESCRIPTION
DAI	FIELD INPUT TOTA OR UNDOCUMENTED DERIVATIVE

What is a USD vs. Other Civilian?

The Abbreviation USD stands for U.S. Direct Hire. This category includes all employees of the federal government who are U.S. citizens hired with appropriated funds. All civilian personnel not meeting these criteria are counted as Other Civilians. Non-Appropriated Fund civilians, Local Nationals filling positions in TDA and TDA Augmentations to MTOE in foreign countries, and State and Local Government employees are counted as Other Civilians.

Department of Defense Agencies

Like the other Tenants Other Than Army (TOTA) organizations, the primary source for DOD units is the ASIP installation POC. DOD agencies such as DLA, DFAS, DODDS, and DECA also provide data to the DCPDS system which is used as a cross-check for location, unit information and strengths. DOD Agencies use organizational identification codes as prescribed in Joint Pub 1 – 03.3, Joint Reporting Structure Status of Resources and Training System (SORTS). Currently, we are pursuing the Joint SORTS database as a source for this information. In addition, the UICs of the DOD Agencies in ASIP are as they are reported by the installation managers in the annual update cycle. Part time employees of DECA who are in the capacity of baggers and other similar persons are not counted in the ASIP.

DOD agencies are distinguished by their assignment code:

Assignment Code	Description
DF	DOD Agencies
DJ	Joint SOC
DL	Defense Logistics Agency

The following Service Code further distinguishes DOD agencies:

Service	Description
D	Defense

Korean Augmentations to the U.S. Army and Korean Service Corps

Annual updates are received from EUSA for Korean Augmentees to the U.S. Army (KATUSA) and Korean Service Corps (KSC) personnel. These are Korean nationals who work alongside U.S. Army soldiers and civilians and reside on U.S. Army installations in the Republic of Korea. KATUSA soldiers always augment a specific unit and have a supporting relationship to this unit (similar to FTS). KSC organizations are units unto themselves and are not given a supporting relationship. The convention for KATUSA UICs assigns a KATUSA parent unit, KT0001, at Yongsan Garrison in Seoul, Korea. All KATUSAs are derivatives of this parent (KT00XX). This is an exception to the way all other TOTA organizations are documented.

The following Unit Type Code applies to KATUSA organizations. KSC organizations have no distinguishing Unit Type Code.

TYPCO	DESCRIPTION
K	KATUSA

Other Services

Navy, Marines, Coast Guard, and Air Force comprise the Other Services Tenants Other Than Army category. These are organizations belonging to the services resident on Army installations. Currently the only source for Other Services information is Field input. Typically Navy organizations have a unit number which is a five digit numeric. This code is made into a six digit UIC by adding a 'N' at the beginning of the code. (N12345). The Marines and Coast Guard use similar unit codes which are prefaced with a 'M' and 'C' respectively. (M12345 or C12345). If no unit code is available an Organizational ID can be created using the '!' character as the first character of the UIC, the second, third, and fourth characters being taken from the installation garrison UIC and the last two characters being numeric to form a unique UIC. (!ABC01) Reserve components of other services must be adjusted to account for the fact that they are not full time personnel. Reserve populations should be multiplied by the number of weeks they serve per year and divided by 52 (weeks per year).

The following Unit Type Code applies to Other Service organizations:

TYPCO	DESCRIPTION
S	Other Services

The following Service Codes apply to Other Service organizations:

Service	Description
F	AIR FORCE
N	NAVY
M	MARINE CORP
C	COAST GUARD

The following Assignment Codes apply to Other Service organizations:

Assignment Code	Description
AF	AIR FORCE (INCLUDES RESERVES)
CG	COAST GUARD (INCLUDES

	RESERVES)
NA	NAVY (INCLUDES RESERVES)
MR	US MARINE CORPS

Contractors

To be included in the ASIP, Contractors (by definition) must have a current contract with the U.S. Army that requires the use of facilities on an installation. These personnel should be under contract for a period greater than 1 year in order to be included in the ASIP. This excludes contractors who might come onto an installation during the working day to perform services while maintaining offices elsewhere. Contractor UICs are assigned according to the following convention: The first character of a contractor UIC is always '@'. The second, third, and fourth characters are taken from the supported unit's UIC. In the case of installation support contractor activities, these characters would be taken from the UIC of the garrison TDA or from the UIC of the TDA or MTOE of the main Army organization on the installation. The final two characters of the contractor UIC are numeric. The first contractor supporting the organization will use the characters '01'. Each subsequent contractor supporting the organization will be assigned a serial number by adding 1 to the previous contractor's serial number. Example: The first contractor organization supporting the organization WABCAA will be assigned the UIC @ABC01, the second, @ABC02, etc…

The following Unit Type Code applies to Contractors:

TYPCO	DESCRIPTION
C	Contractors

The following Assignment Code applies to Contractors:

Assignment Code	Description
CM	Contractors

Non-Appropriated Fund Personnel

Non-Appropriated Fund (NAF) units are distinguished from other tenant organizations only by the ASGMT code and naming convention. NAF organizations are assigned a six digit UIC which should be used in the ASIP. If the NAF UIC can not be ascertained, a UIC based on the Garrison or supported unit using '!' as the first character, taking the second, third, and fourth characters from the supported unit, and using the last two characters as a unique numeric serial number should be used. Example: !ABC01.

The following Unit Type Code applies to NAF organizations:

TYPCO	DESCRIPTION
A	Other Tenants

The following Assignment Code applies to NAF organizations:

Assignment Code	Description
NF	Non-Appropriated Fund

AAFES

The Army & Air Force Exchange Service should use their assigned UIC which is a 6 digit numeric code referred to as the 'Store Code' within AAFES. AAFES exchanges and shoppettes should be accounted for separate from any concessionaires affiliated with AAFES. Concessionaires are accounted for as dictated in the Commercial Organizations section of this document below. Finally, like the DECA organizations previously discussed, part time personnel such as baggers are not counted in the ASIP.

The following Unit Type Code applies to AAFES organizations:

TYPCO	DESCRIPTION
A	Other Tenants

The following Assignment Code Applies to AAFES organizations:

Assignment Code	Description
AX	Air Force & Army Exchange Service

State & Local Government

State and Local Government organizations such as State or County police resident on Army installations are assigned a UIC based on the Garrison or supported unit using '*' as the first character, taking the second, third, and fourth characters from the garrison or main activity's UIC, and using the last two characters as a unique numeric serial number. Example: *ABC01.

The following Unit Type code applies to State & Local Government Organizations:

TYPCO	DESCRIPTION

A	Other Tenants

The following Assignment code applies to State & Local Government Organizations:

Assignment Code	Description
SL	State and Local Governments

Other U.S. Government

Other U.S. Government organizations might include Non-DOD agencies such as the CIA, FBI, or NIMA. Other U.S. Government organizations are assigned a UIC based on the Garrison or supported unit using '!' as the first character, taking the second, third, and fourth characters from the garrison or main activity's UIC, and using the last two characters as a unique numeric serial number. Example: !ABC01.

The following Unit Type code applies to Other U.S. Government Organizations:

TYPCO	DESCRIPTION
A	Other Tenants

The following Assignment code applies to Other U.S. Government Organizations:

Assignment Code	Description
PS	Postal Service
UG	U.S. Government – Other

Private organizations

A Private Organization is a non-profit organization or Foreign Government activity that resides on an Army Installation. A common example of a Private Organization would be the Red Cross. Private Organizations are assigned a UIC based on the Garrison or supported unit using '#' as the first character, taking the second, third, and fourth characters from the garrison or main activity's UIC, and using the last two characters as a unique numeric serial number. Example: #ABC01.

The following Unit Type Code applies to Private Organizations:

TYPCO	DESCRIPTION

A	Other Tenants

The following Assignment codes apply to private organizations.

Assignment Code	Description
CL	College Extension Programs
FG	Foreign Government(Includes Military)
RX	Red Cross
US	USO
(Blank)	Other

Commercial Activities

Commercial Activities are for-profit businesses and organizations that reside on Army Installations. Commercial Activities are assigned a UIC based on the Garrison or supported unit using '$' as the first character, taking the second, third, and fourth characters from the garrison or main activity's UIC, and using the last two characters as a unique numeric serial number. Example: $ABC01.

The following Unit Type Code applies to Commercial Organizations:

TYPCO	DESCRIPTION
A	Other Tenants

The following Assignment codes apply to Commercial Organizations.

Assignment Code	Description
BA	Banks
CN	Concessionaires – Miscellaneous
CU	Credit Unions
TR	Travel Offices
UT	Utility Companies
(Blank)	Other

Other Tenants – All Others

Any organization that does not fall into the above categories, but resides on an Army installation will fall into this category. Installation managers must use their discretion in assigning a UIC to these units using the various initial characters for the UIC as discussed above to get a "best fit" for the organization.

The following Unit Type Code applies to All Other types of Other Tenants:

TYPCO	DESCRIPTION
A	Other Tenants

The following Assignment codes apply to All Other types of Other Tenants.

Assignment Code	Description
(Blank)	Other

No specific business rules apply to this category of Tenants Other Than Army. The validity of submissions will be evaluated at the HQDA level to determine their eligibility for inclusion in the ASIP report.

"Below the Line" ASIP numbers

Military, Dependant, & Retiree Populations Surrounding Army Bases within 40 Miles

These populations are shown in the ASIP, but are not reflected in the total population for an Army Base. In this sense they are included "below the line". They are calculated for all official Army Bases as well as the six Army Reserve Enclaves as of the FY 2001 ASIP. Prior to the 2001 ASIP, other surrounding population was calculated only for certain, ACSIM designated, installations. Some systems such as SBC (Servicing Base Costing) take these numbers into account for resourcing considerations.

The following types of Other Surrounding population are aggregated for Army Bases.

1. Active Duty: This includes Army Active Duty personnel not on base and Other Service Active Duty personnel within 40 miles (including those on Base).
2. Dependents of Active Duty Soldiers.
3. Reserve Component.
4. Authorized Dependents of Reserve Component.
5. Retirees.
6. Dependents of Retirees and Survivors of Retirees
7. DOD Civilians
8. Dependents of DOD Civilians

The source data for this information is the Defense Enrollment and Eligibility Registration System (DEERS). This data is received from the Defense Medical Information System (DMIS). This database includes information regarding all

individuals who hold a Military ID card relating to their eligibility to receive services such as access to commissary and PX or Medical Care from Defense installations.

The data is filtered using an algorithm that takes into account a 40 mile radius area around an Army Base as well as those nearby Army bases as well as those of other services (Navy Bases, Air Force Bases). The geographic location of a service member is determined by the zip code. The algorithm looks at the record for each service member or dependent and uses the following rules to attribute it to a given Army Base or not.

1. DEERS data is grouped by the type of population, the service of population, and the zip code of the population.
2. Each population is attributed to a location. Taking into account all potential installations (Any Service) within 40 miles there are two possibilities:

a. Non-Metropolitan Areas: If there are fewer than 6 installations within a 40 mile radius of the population.

1. If there are same service installations within the 40 mile radius, the population is credited to the nearest. Army personnel are credited to the nearest Army location while Navy personnel are credited to the nearest Navy location.
2. If there is no same service installation within 40 miles, the population is credited to the nearest installation regardless of service.

b. Metropolitan Areas: If there are 6 or more installations within 40 miles of the population, the population is assumed to be in a metropolitan area. In this case, the nearest installation is credited with the population regardless of service.

Training Loads – ARNG and USAR Units

Training loads for ARNG, USAR, and ROTC training are included in the official ASIP report below the Other Surrounding Population. You can also generate a training load report from the ASIP Main Menu Standard Reports menu.

Annual Training (AT) loads on an installation generally peak during the summer months and are very low during the winter. Due to the cyclical nature of Annual Training, a calculation is made to elevate the mean training load to better reflect the actual use of resources during the training season on an installation. The calculation also takes into consideration the fact that training loads differ greatly from installation to installation with respect to the duration and density of the peak season. This is done to ensure that more credit is given to installations that have higher numbers of AT personnel for longer durations.

The Training Evaluation Support System (TESS) is maintained by FORSCOM and by the two Continental U.S. Armies (CONUSAs), 1st Army and 5th Army. **The database is intended to track annual training of Reserve Component units in order to ensure the proper evaluation of that training by active duty evaluators.** The two CONUSAs update their TESS databases during an annual training meeting where representatives from the National Guard State Area Commands (STARCs) and the U.S. Army Reserve Regional Support Commands (RSCs) update annual training requirements for their units.

The Unit Training System (UTS) is an Army Reserve system that **tracks unit training events**. This data was evaluated during the 2002 ASIP update cycle and may be used in the future to generate USAR training loads. In 2002, the TESS system was used to generate USAR training loads.

The Training, Readiness & Operations, Unit Planning, Execution, & Resourcing System (TROUPERS) is a National Guard system **that tracks unit training events**. This data was included in the 2002 ASIP update cycle as the database of record for ARNG training and was used to generate ARNG training loads.

ROTC training load is calculated for Fort Lewis only and represents the training load generated by the ROTC summer camp conducted there annually.

Training load is shown under the supported population section of the ASIP and is "below the line" in the sense that it is not included in the ASIP total numbers.

Abbreviations

AASA   Administrative Assistant to the Secretary of the Army

ACSI   Assistant Chief of Staff for Intelligence

ACSIM Assistant Chief of Staff for Installation Management

ACTCO Action Code

ADCCO Army Deployment Control Code

AFH   Army Family Housing

AGR   Active Guard/Reserve

AIT   Advanced Individual Training

ALO   Authorized Level of Organization

AMSCO Army Management Structure Code

ARC   Army Reserve Command

ARLOC Army Location

ARNG   Army National Guard

ARPRINT   Army Program for Individual Training

ASGMT MACOM of Assignment

ASIP   Army Stationing and Installation Plan

ATRRS Army Training Requirements and Resources System

AUTS   Automatic Update Transaction System

BL   Billeting Load

BOIP   Basis of Issue Plan

BRNCH Assigned Branch

BT   Basic Training

CARSS Combat Arms Regimental Designator

CCNUM Command and Control Number

CCSA   U.S. Army Command and Control Support Agency

CCT Consolidated Change Table

CIV Civilian

CL Course Load

CNGB Chief, National Guard Bureau

COMPO Component Code

CONUS Continental United States

DACS DCSOPS/ACSI Computer System

DAMPL Department of the Army Master Priority List

DCSOPS Deputy Chief of Staff Operations and Plans

DCSPER Deputy Chief of Staff Personnel

DEERS Defense Entitlement and Enrollment System

DOD Department of Defense

DODAAC Department of Defense Activity Address Code

DPCA Director of Personnel and Community Activities

DPTM Director of Plans, Training, and Mobilization

DPW Director of Public Works

DRM Director of Resource Management

EDATE Effective Date of Action

ENL Enlisted

FDAAD Field Derivative (Additive Authorizations) Database

FDMIS Force Development Management Information System

FDNAD Field Derivative (Non-Additive Authorizations) Database

FOUO For Official Use Only

FTS Full-Time Support

FY Fiscal Year

HQDA Headquarters, Department of the Army

HQRPLANS Headquarters, Real Property Planning and Analysis System

IFS-M   Integrated Facilities System-Mini/Micro

IMA   Installation Management Agency

ISSA   Interservice Support Agreement

ITRO   Interservice Training Review Organization

LOCCO Location Code

MACOM Major Army Command

MCA   Military Construction, Army

MDEP   Management Decision Package

MOA   Memorandum of Agreement

MOC   Management of Change

MOU   Memorandum of Understanding

MTOE   Modification Table of Organization and Equipment

NAF   Non-Appropriated Fund

NGB   National Guard Bureau

OACSIM   Office, Assistant Chief of Staff for Installation Management

OCAR   Office, Chief Army Reserve

OFF   Officer

OSD   Office, Secretary of Defense

OSUT   One Station Unit Training

OT   Other Tenants

PC   Personal Computer

PCS   Permanent Change of Station

POC   Point of Contact

POM   Program Objective Memorandum

POMCUS   Prepositioned Materiel Configured to Unit Sets

RC   Reserve Component

RPLANS   Real Property Planning and Analysis System

RQT   Annual Training Requirement

RSC   Regional Support Command

RSG   Regional Support Command Group

SAMAS Structure and Manpower Allocation System

SIDPERS   Standard Installation/Division Personnel System

SL   Structure Load

SMDR Structured Manning Decision Review

SORTS Status of Resources and Training System

SOURCE   Source of Data

SRC   Standard Requirements Code

STACO Station Code

STNNM Station Name

TAADS The Army Authorization Document System

TAGCEN   The Adjutant General Center

TAGO   The Adjutant General's Office

TDA   Table of Distribution and Allowances

TDY   Temporary Duty

TPSN   Troop Program Sequence Number

TYPCO Type Unit Code

UI   User Interface

UIC   Unit Identification Code

UNMBR Unit Number

UNDES Derivative Unit Description

UNPID   Unit Package Identification Designator

UNTDS Unit Description (Parent)

USAR   United States Army Reserve

USARC United States Army Reserve Command

USD   U.S. Direct Hire Civilians

WOF   Warrant Officer

Terms

Additive Authorizations

Previously or improperly undocumented derivative units which are reported from the field for inclusion in the Field Derivative (Additive Authorizations) Database. TDA authorizations for active Army FTS personnel to undocumented RC units are also reported as additive authorizations. It is incumbent upon the MACOM to submit the proper documentation to DCSOPS (DAMO-FD) for inclusion in TAADS.

Army Installation

An aggregation of contiguous or near contiguous, common mission-supporting real property holdings under the jurisdiction of the DOD or a state, the District of Columbia, territory, commonwealth, or possession, controlled by and at which an Army unit or activity (active, USAR, or ARNG) is permanently assigned.

Army Training Requirements and Resources System (ATRRS)

An ASIP source database, maintained by DCSPER, which identifies the average student load by installation for each of three categories - permanent change of station, temporary duty or trainee.

Base

An Army Base is a base or <u>group of installations</u> for which a local commander is responsible, consisting of facilities necessary for support of Army activities including security, internal lines of communication, utilities, plants and systems, and real property for which the Army has operating responsibility.

Derivative Unit

An element of a unit which is located at a different installation than its parent unit, also known as a split unit. Through TAADS, derivative units are documented in the unit MTOE or TDA by a derivative UIC which is a subset of the parent unit UIC.

Field Derivative (FD) Database

An ASIP source database, maintained by OICSIM, which contains all non-documented derivative units and locations reported from the field.

Headquarters, Department of the Army (HQDA)

The executive part of the Department of the Army exercising directive and supervisory controls within the Department. It is composed of the Army Secretariat, the Army General and Special Staffs, and specified, designated staff support agencies.

Installation Management Agency (IMA)

A newly created field operating agency under the Army's Assistant Chief of Staff for Installation Management (ACSIM).   The IMA is responsible for the upkeep and management of Army installations worldwide that include environmental programs, construction, morale and welfare, family care, force protection landscaping, logistics, public works, etc., along with the planning, programming and budget that resource these functions.

Major Army Command (MACOM)

To the extent that the Headquarters, Department of the Army (HQDA) executes many of the same operational and support functions as a MACOM, the Administrative Assistant to the Secretary of the Army (SA) is tasked with accomplishing those responsibilities assigned to MACOM commanders.

MACOM ASIP Database Subset

A database consisting of all unit records for each MACOM installation plus all other unit records for units assigned to that MACOM. It is provided to MACOM as the electronic ASIP.

Non-additive Authorizations

Positions that are filled by people not accounted for in SAMAS and the Army's authorized end strength. Examples are RC personnel authorized for active duty to fill specifically approved positions and personnel of other Services that are assigned to the unit.

Other Tenants (OT) Database

A database, managed by OACSIM, which is an ASIP source database. It provides all other authorized permanent tenants at an installation that have not been identified from any other database.

Status of Resources and Training System (SORTS)

The single automated report within the DOD which provides the National Command Authorities and the Chairman and other members of the Joint Chiefs of Staff with authoritative identification, location, and resources information on units and organizations of the United States Armed Forces.

Structure and Manpower Allocation System (SAMAS)

A database, maintained by DCSOPS, which is a source database for the ASIP. It provides authorized strength and location data for all active Army and RC MTOE and TDA parent units. Once a year it produces the official HQDA record of all planned structure and location changes. It considers all organic elements of a unit to be collocated and does not reflect that elements of a unit may be at other locations.

Subunit

The Term subunit is used to refer to organic elements of MTOE parent units. For example, the organic subunits of a battalion are its companies.

The Army Authorization Documents System (TAADS)

An ASIP source database, maintained by DCSOPS, which identifies manpower authorizations for active Army and RC MTOE and TDA units by UIC. It also identifies organic elements of a unit, which are located apart from their parent organization, by a derivative UIC.

USD

United States Direct-hire civilian. A Federal employee who is a citizen and hired with appropriated funds.

PART II – The ASIP Website

New to the ASIP Website?

The ASIP website Screen and Procedure Help

This website allows you to view the data in the Army Stationing and Installation Plan (ASIP).

The ASIP is a population database that combines the official force structure of the Army (from the SAMAS and TAADS databases) with Army school student load information (from ATRRS) along with a variety of "Other Tenants" organizations such as DOD agencies, Non-Appropriated Fund (NAF) organizations, AAFES, state and local government activities, private organizations, commercial activities, contractors and other military services units. All of these unit types make up the total population of the Army's Bases and Stations.

The ASIP is also a location based database. The IMA Regions when used in the Drilling-Down query, the Locations query, and the Customized query (Location Criteria tab) refer to the IMA Region ownership of the locations (Bases and Stations). Queries for MACOM of Assignment for Units and Organizations are possible by using the Filters Tab of both the Drilling-Down queries or by using the in the Customized query (Organizational Criteria tab).

Software Requirements and Configuration:

Here you will find a list of the minimum software versions needed to use the ASIP Website. Also, some specific settings need to be made for the website to function as intended. Please take a minute to verify that you have everything you need to get started.

This product was primarily developed for and with Microsoft Internet Explorer and has been thoroughly tested with this browser. It is believed to be fully compatible with Netscape browsers. Please alert us of any software conflicts so that we can address them.

Microsoft Internet Explorer version 4.0 or later

- See comments regarding Adobe Acrobat below.
- In Internet Explorer, from the menu, select Tools, Internet Options...
- In the "Temporary Internet Files" section, click "Settings..."
- In the Settings dialog, click the "Every visit to the page" option
- Click "OK"
- In the "Internet Options" dialog, click "OK"

Netscape Communicator version 4.0 and later

- See comments regarding Adobe Acrobat below

Adobe Acrobat version 4.0 or later

You can download Acrobat Reader from Adobe's Web site at http://www.adobe.com/products/acrobat/readstep.html. Once you have downloaded and installed Adobe Acrobat Reader, launch Acrobat and click "Accept" in the Software License Agreement dialog window.

Configuration settings that must be made for Adobe Acrobat to function properly with Reports: You must disable web browser integration for reports to work properly. Follow these steps to turn off the web browser integration.

For Acrobat 4.0

- Open Adobe Acrobat 4.0
- From the menu, choose File, Preferences, **General**.
- Uncheck the "Web Browser Integration" check box.
- Click "OK"
- Close Acrobat from the menu, File, Exit or by clicking the X icon on the far right of the Title Bar.

For Acrobat 5.0

- Open Adobe Acrobat 5.0
- From the menu, choose Edit, Preferences.
- From the list on the left, select "**Options**"
- In the "Web Browser Options" section, uncheck "Display PDF in Browser" and "Check Browser Settings when Starting Acrobat" check boxes.
- Click "OK"
- Close Acrobat from the menu, File, Exit or by clicking the X icon on the far right of the Title Bar.

For Acrobat 6.0

- Open Adobe Acrobat 5.0
- From the menu, choose Edit, Preferences.
- From the list on the left, select "**Internet**"
- In the "Web Browser Options" section, uncheck "Display PDF in Browser" and "Check Browser Settings when Starting Acrobat" check boxes.
- Click "OK"
- Close Acrobat from the menu, File, Exit or by clicking the X icon on the far right of the Title Bar.

Now, when you request a Report in PDF format, IE will not try to load the Adobe Viewer inside the browser. Rather, it will launch Adobe Acrobat in a separate window, with your report contents already opened.

- **If the reports button returns a blank page in Acrobat reader...**
- There may be a timing issue in IE 4.0 (also duplicated in IE 5.0) for launching in the Adobe Viewer. If you are requesting a static PDF file, it will usually fall within the time-out, and return the document with no problems. Also, if the query is short and simple, you will usually fall within the time-out. However, when you are querying a large installation, the time-out will happen before your report is displayed. The time-out is hard coded within IE, and it's not very long.
- To work around this, try running a query on a smaller installation to initialize the Adobe Viewer, then run your original query.

Screen Help:

Here's a list of basic procedures that will help you get started. **Please note** that the ASIP application will require you to log back in after 30 minutes of inactivity. After 9 hours of inactivity, your browser will automatically default to the ASIP login page.

Selecting the desired ASIP Application:
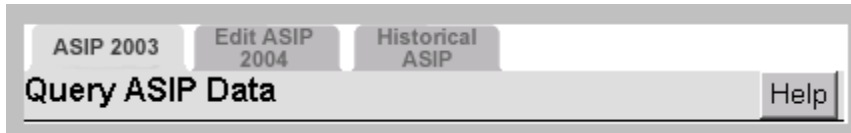
Click the tabs at the top of the Menu Page to select the application you want to use. The tabs are described below.

- **ASIP 2003:** This tab places you in the **Query ASIP Data** mode.   This mode gives you the standard set of tools and reports needed to query the indicated Fiscal Year's ASIP report, which in this case is the locked FY ASIP 2003.
- **Edit ASIP 2004:** This tab places you in the **Edit ASIP Data** mode. This tab/mode will only be **visible and available** if you are a designated editor. It takes you to the tools you need to edit the units on a location in the ASIP.
- **Historical ASIP:** This tab places you in the **Historical ASIP Data** mode. This mode gives you the tools you need to compare and query historical ASIP data.
- **Help:** This button provides additional information for the users of the ASIP application.

The Query ASIP Data mode (ASIP 2003 tab)

Using the six Query Methods:

Here is how you will find the data you need:

1. Use the **DRILLING-DOWN** to isolate locations through the IMA Region or Geographically Area
2. Use the **DRILLING-DOWN** to isolate locations by MACOM of Assignment of units.
3. View the units and organizations on an installation by **Selecting a LOCATION**
4. Search for a single unit by **Selecting a UNIT**
5. Create a **CUSTOMIZED Query**
6. Select and Execute a **SAVED CUSTOMIZED QUERY**

Querying the Base Composition View:

- **The Base Composition View** was developed in order to allow ASIP users to query their stationing information **without the associated unit information**. It will be discussed in greater detail later in the manual.

Using the Filters Tab:

- The **Filters Tab** can be used once you have executed a query and the data is on the screen. You can use it to selectively restrict or increase the type of data you will see and the way the data will be displayed. It will be discussed in greater detail later in the manual as well.

Working with Unit Listings:

- Working with **Unit Listings**

Producing Reports:

A report is an Adobe .pdf file that you can download, view, and print out. Reports come complete with marginal and header information to better depict what you are presenting to someone who might not be familiar with ASIP information.

Before you produce any reports, you must first ensure that the proper configurations have been made in your web browser and the Adobe acrobat program. Please review the initial section (**New to ASIP Website?**) of the manual for proper **software and configuration** settings.

CAUTION: Some processing is required at the server to produce reports. Dynamic reports generally require more processing time than Standard reports. Also, large stations and bases require more processing time than smaller ones. **Do Not** click the **Reports** button repeatedly if a report does not immediately appear. Reports are configured to download in a reasonable amount of time given the current technology. It is important that you ensure that you have the view you require before click the **Reports** button.

There are two basic kinds of reports available through the ASIP web interface: Standard and Dynamic Reports.

Producing Spreadsheets:

If you need to further manipulate the data, you may download a spreadsheet of any view you might create.

1. Query by DRILLING-DOWN (IMA Regions or Geographically)

Use the **Query by Drilling-Down** option when you wish to hone in on the location by looking at IMA Regions or Geographic locations.

The first level you will see will be The Total ASIP population. This one line summary includes the population of all the unit types (**TYPCO),** all Components **(COMPO),** with a single population total for each of the seven ASIP fiscal years.

At this point you may click on the **Filters Tab** (located at the upper left part of screen) and change the selection for any of the data filters or continue with the Drill-Down menu.

POC information is shown integrated with all levels of data views in the ASIP User Interface.

The first decision is deciding which branch to go down:

By **IMA Regions** or **Geographically**

IMA Regions Drill Down:

If you select the **IMA Regions**, the next level will reveal the 7 IMA Regions, IMA Reserve Division, the National Guard, and Other Locations not associated with an IMA Region. Some IMA Regions have further organizational breakdowns with Area Support Groups (ASG), Base Support Battalions (BSB), and Master Planning Areas (MPA). The National Guard "Region" is organized by the State Area Command (STARC). Clicking on "locations" will lead to the Base Level View.

POC information, on the left, is shown integrated with all levels of data views in the ASIP User Interface.

The **Other Locations** option in this drilldown contains all units not located on an official active Army base, an un-official active Army base, a Reserve Support command location, a USAR base, an ARNG State Area Command, or an ARNG training site.

Note: Under Other Locations, you will also find stations that represent units that are not assigned distinct stations:

- **Schools With No Location** are those **ATRRS** schools that are not given a fixed station such as Mobile Training Teams.
- **Unknown** contains schools that are stationed at **Station Code** UN200, Unknown Location for various reasons.

- **Unknown Location** contains units which are not yet assigned distinct stations such as **SAMAS** notional planning units which also have not yet been assigned an official **UIC**.

GEOGRAPHIC Drill-Down:

The first drill-down leads to four world geographic areas and a grouping of unspecified locations.

Note: When using the **Base Composition View**, "units" data will be absence from the views.

- The **United States and Territories** selection leads to the U.S. States and Territories.   From the US State & Territories selection, a listing is produced of all US state and territories.   A user can then select to see either all the "Stations" or all the "Congressional Districts" in a certain state or territory.   Selecting "Stations" leads to a list of all the Stations in that state or territory. From this level the user can either click on the station name to receive a Station Detail window or click on the "units" to get the unit level detail at that station. Selecting "Congressional Districts" leads to the list of Congressional Districts in the state or territory. From this level the user can either choose to select "Stations" leading to a list of stations and their units or go directly to "units" which will return all the units in the congressional district.
- Selecting **Countries** from the **Other Americas** selection leads to a list of countries with two selections. The user can either select "stations" to see how many locations are in that country and then go to the "units" level or the user can go directly to the "units" level from the country.
- Selecting **Countries** in the **Europe/Africa/Middle East** selection leads to a list of countries with two or three selections. The user can either select "stations" to see how many locations are in that country and then go to the "units" level or the user can go directly to the "units" level from the country. Some countries have further political subdivisions available. Also, a user can select the other option, **USAREUR ASG.** This option allows a user to find **Area Support Group (ASG)** in Europe.
- The **Asia/Pacific** selection currently has two choices, "Countries" and "EUSA Areas". The "countries" choice leads to countries of Asia/Pacific with the two options of "Station" or "Units" as described previously. The "EUSA Areas" choice leads to the Eighth US Army drill-down sequence. This option allows a user to find one of four **Master Planning Areas (MPAs)** in Korea. The sequence is then through the Bases, and lastly, the "Stations" or "Units".
- Selecting **Categories** of the **Unknown Locations** selection will take you to four items. Each one will lead you to "Stations" and "Units" data.
    - **Lost FTS/AGR Support** are active duty personnel assigned to a STARC or RSC that has been mobilized or moved.

- **Schools W/O Locations** are those **ATRRS** schools that are not given a fixed station such as Mobile Training Teams.
- **Unknown** contains schools that are stationed at **Station Code** UN200, Unknown Location for various reasons.
- **Unknown Location** contains units which are not yet assigned distinct stations such as **SAMAS** notional planning units which also have not yet been assigned an official **UIC**.

2. Query By DRILLING-DOWN (MACOM of Assignment)

Use the **Query by DRILLING-DOWN** option when you wish to hone in on the location by looking at a MACOM of Assignment.

The MACOMs (Major Army Commands) were responsible for the installations prior to 2003. The MACOM of Assignment drilldown is a legacy view that was created to give users an easy access to ASIP data showing only units of a single command assignment code. This is useful to MACOM and MSC points of contact in validating their unit information in the ASIP. For example, the TRADOC MACOM POC could use this function to quickly display the locations of all TRADOC units.

Clicking on the DRILLING-DOWN selection from the main menu will reveal the display shown below.

For Official Use Only

Army Stationing and Installation Plan

2003 ASIP
SAMAS as of 12 JUNE 2003

U.S Army Web Page   ACSIM Web Page   Query ASIP Data   Main Menu   Logout

Results   Filters

All MACOMs OF ASGMT

Excel | Help

No Current Filters

Show all Units Total Strength for this Level: 1,776,670 1,777,516 1,784,536 1,788,194 1,796,958 1,798,517

Components	Drill to ==>		FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
1-(ACTIVE)								
1 PERSCOM-(EB)	Locations	TOT POP:	126	120	137	137	137	6
7 TNG COM-(EN)	Locations	TOT POP:	2,907	2,912	2,910	2,910	2,910	2,910
21 SPT CMD-(E2)	Locations	TOT POP:	5,496	5,410	5,623	5,623	5,654	5,654
26 SPT GRP-(ED)	Locations	TOT POP:	172	172	172	172	172	172
AAA-(AU)	Locations	TOT POP:	616	603	600	600	600	600
AAESA-(AE)	Locations	TOT POP:	3,851	3,712	3,708	3,708	3,708	3,708
AMC-(X1)	Locations	TOT POP:	913	795	787	788	792	792
AMC/AMCOM-(X6)	Locations	TOT POP:	9,899	10,414	10,138	10,124	10,123	10,123
AMC/CECOM-(X8)	Locations	TOT POP:	7,607	7,452	7,497	7,499	7,493	7,503
AMC/DESCOM-(XW)	Locations	TOT POP:	54	44	34	34	34	34
AMC/HQ-(X2)	Locations	TOT POP:	846	778	778	778	778	778
AMC/JMC-(XQ)	Locations	TOT POP:	7,544	7,993	7,405	7,373	7,363	7,353
AMC/MTL ACQ-(XK)	Locations	TOT POP:	129	134	134	134	134	134
AMC/MTL PM-(XL)	Locations	TOT POP:	8	8	8	8	8	8
AMC/MTL READ-(XX)	Locations	TOT POP:	431	419	414	414	414	414
AMC/OTHERS-(X5)	Locations	TOT POP:	275	311	311	311	311	311
AMC/SBCCOM-(XA)	Locations	TOT POP:	4,830	4,822	4,832	4,832	4,832	4,586
AMC/STF SPT-(X3)	Locations	TOT POP:	40	40	40	40	40	40
AMC/STRICOM-(X9)	Locations	TOT POP:	492	506	535	525	526	526
AMC/TACOM-(X7)	Locations	TOT POP:	11,232	11,492	11,197	11,119	11,067	11,067
AMC/TRAINING-(X4)	Locations	TOT POP:	50	28	26	26	26	26
AMC/USASAC-(XP)	Locations	TOT POP:	631	631	615	615	615	615

At the top of this page is the Total ASIP population. This one line summary includes the population of all the unit types (**TYPCO**), all Components (**COMPO**), with a single population total for each of the seven ASIP fiscal years.

At this point you can click on the **Filters Tab** (located at the upper left part of screen) and change the selection for any of the data filters or you can just continue with the Drilling-Down menu.

This screen is organized by components. The components are: 1 for the Active duty personnel, 2 for the National Guards, 3 for the Reserve, and 4 for Non-Army entities.

POC information is shown integrated with all levels of data views in the ASIP User Interface.

Once a command assignment code has been selected, you can query further down by clicking on "Locations" under the Drill to ==> item.   Clicking on "Locations" will lead to views that are identically to the Query by **DRILLING-DOWN...(IMA Regions or Geographically)** selection.

3. Query by selecting a LOCATION:

Use the **Query by selecting a LOCATION** tool to find an installation by the Station Code, the Station Name, the Base Code, the Base Name, the IMA Region, the Official Base List, the Installation Number, or the Facility ID as shown below. This tool only allows you to query a single location criteria at a time.

Note. If you use the **Search a LOCATION** tool for the **Base Composition view**, you will only be able to search for an installation by the Station Code, the Station Name, the Base Code, the Base Name or the IMA Region.

 Station Selections:

- **Staco:** You may query by typing in the **Station Code** of the installation.
- **Station Name:** You may query by typing in the full or partial name of the installation. For example, type in Belvoir to locate Fort Belvoir. You will then be presented a list of possible matching installations. In this list, select the desired installation. If the desired installation is not in the list, Click the Back button of your browser and try another spelling.

Base Selections:

- **Basco:** You may query by typing in the **Base Code** of the installation.
- **Base Name:** You may query by typing in the fill or partial name of the base. For example, type in Drum to locate Fort Drum. You will be presented with a list of the installations that make up the base with population figures for each installation as well as a base total.

IMA Region Selection:

- **IMA Region:** You may query by selecting an Installation Management Agency (IMA) Region from the drop-down list.

Official Base List Selection:

- **All Bases:** Selecting this option and clicking the **GO** button will take you to the list of Official ACSIM bases.
- **CONUS:** Selecting this option and clicking the **GO** button will take you to a list of Official ACSIM bases in CONUS. CONUS is defined here as the 50 US states.
- **OCONUS:** Selecting this option and clicking the **GO** button will take you to a list of Official ACSIM bases OCONUS. OCONUS is defined here as outside the 50 US states.

Note: It is possible to sort the listing produced by the Official Base list option. As shown below, the column headers for the **IMA Region**, the **BASE**, and the **State/Country** are links. Clicking on the column header link once will sort the listing on that column. Your sort order will apply to any excel spreadsheets you produce.

Results	Filters			All Official Bases			
							Map It
No Current Filters				FY 2003	FY 2004	FY 2005	FY 2006
		Show all Units	Total Strength for this Level:	999,254	1,000,448	1,006,112	1,007,619
IMA Region	BASE Drill to =>	State/Country					
NORTHEAST	ABERDEEN PROVING GROUND- (24004)	MD / USA	TOT POP:	16,186	16,056	16,751	17,956
	ADELPHI LABORATORY CENTER- (24011)	MD / USA	TOT POP:	1,242	1,336	1,426	1,445
	CARLISLE BARRACKS- (42116)	PA / USA	TOT POP:	1,736	1,876	1,890	1,890
	FORT A P HILL- (51389)	VA / USA	TOT POP:	883	867	934	883
	FORT BELVOIR- (51062)	VA / USA	TOT POP:	22,830	22,763	22,654	22,655
	FORT DRUM- (36216)	NY / USA	TOT POP:	15,822	15,817	15,967	16,258
	FORT EUSTIS- (51281)	VA / USA	TOT POP:	13,860	13,833	13,647	13,325

INSNO Selection:

- **INSNO:** INSNO (Installation Number) is a proprietary ACSIM location code used for Real Property Management. If you know the **INSNO** of a location, enter it here and click the **GO** button. All Station codes that relate to that INSNO will be displayed.

FACID Selection:
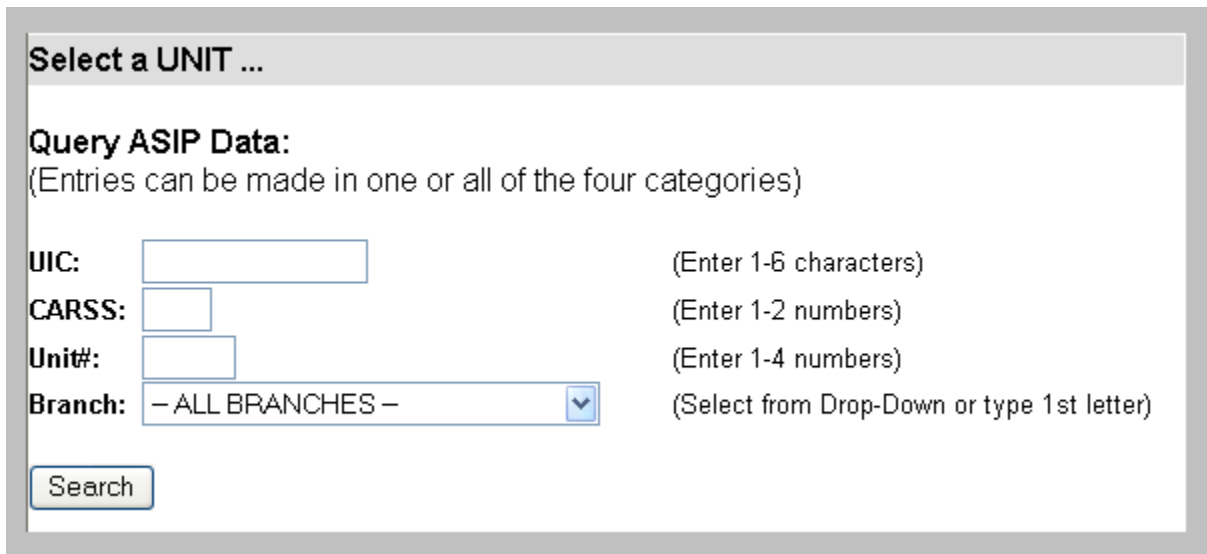
- **FACID:** FACID (Facility ID) is a proprietary code used by the Army National Guard and Army Reserve components. If you know the **FACID** of a location, enter it here and click the **GO** button. All Station codes that relate to that FACID will be displayed.

If you selected a **Station** or **Base** your query will result in a **Station Level View**. Station level views will be discussed later in the manual.

If you selected a **IMA Region** your query will result in a **Base Level View**. Base level views will be discussed later in the manual.

POC information is shown integrated with all levels of data views in the ASIP User Interface.

4. Query by selecting a UNIT

Use this Query by selecting a unit option when you know some information about a unit and wish to pull up the unit's information in the User Interface. You have four types of unit information with which to query. You may enter search criteria into one or any combination of search fields, but remember that each additional criteria you add to the search, the more exclusive you make it. If you get a message indicating "**query returned no units**", try making your criteria less specific.

- **UIC:** If you know all or part of the Unit Identification Code, you may enter it as search criteria. UICs are six characters long. (or fewer for some non-Army units)
- **CARSS:** If you know all or part of the Combat Arms Regimental Designator, enter it here as search criteria.
- **Unit#:** If you know all or part of the unit number, enter it here as search criteria.
- **Branch:** Finally, you may specify the branch of unit you are searching for.

Click the **Search** button to execute your query.

Your query will result in a **Unit List**.

5. Create a CUSTOMIZED Query

When you click on the **CUSTOMIZED Query** link, you will be presented with the Customized Query interface as shown below. This interface will allow the user to develop a collection of unique and customized query criteria.

The Customized Query interface consists of two tabs, the Location Criteria and the Organization Criteria. The user may run any number of queries by using the different combinations of the Location Criteria and the Organization Criteria. You can also switch between the Location Criteria and the Organization Criteria without having to run a query.   The **Selected Criteria** box (in the upper right part of screen) maintains a running list of the selected criteria. A **Remove Criteria** button is located directly below this box. Press this button to remove any or all of the highlighted criteria in the Selected Criteria box. The **Show ALL Units** drop-down box, the **Execute Query,** and the **Save & Execute** buttons are all located in the lower right part of the screen. A detailed review of these three items under Grouping will be provided later after the discussion of the Location Criteria and Organization Criteria.

Choosing Multiple Criteria:

Choosing multiple criteria within the same category will produce a "union" of the selected conditions.   For example, if you choose Base Fort Bragg as well as Base Fort Belvoir as query criteria, you will receive a listing of all the units on Fort Bragg and all the units on Fort Belvoir combined.

If you choose multiple criteria from different categories, you will receive the "intersection" of the selected conditions. For example, if you choose Base Fort Bragg as one query criteria and choose Unit Type Code (TYPCO) of 1 (MTOE), you will receive a listing of only those units on Fort Bragg that are TYPCO 1 (MTOE).

Mutually exclusive criteria (Query returned no units): If you receive the message "**Query returned no units**"; carefully examine your criteria for mutually exclusive conditions. For example, if you choose the State of Alaska as one criteria and Base Fort Bragg as another, you are asking for a combined listing of all units that are stationed at Fort Bragg and, in the same ASIP, stationed in Alaska. This query returns no units in the current ASIP. (It is possible, however, for these criteria to produce a legitimate unit if a unit moves from Fort Bragg to Alaska within the years covered by the ASIP).

Tab: Location Criteria

(1). IMA, MACOM, USAREUR ASG, BSB or MPA or EUSA,...

Army Locations Criteria

Army Location Criteria include those Army organizational criteria which apply to stationing and installation management. Generally these are Command groupings of locations such as the Northeast IMA Region. To switch between the different categories of criteria, use the drop-down list. To select the value of

the criteria, click the desired value to highlight it, and click the **Add to Query** button.

- **IMA Region:** By selecting a IMA Region in the customized query, you are querying for all units at locations that the IMA Region is responsible for. This includes all official Bases as well as other locations that are owned by the IMA Region that are not official Bases.
- **USAREUR ASG:** By selecting USAREUR ASG in the customized query, you are requesting all units at locations that fall into an Area Support Group in U.S. Army Europe.
- **USAREUR BSB:** This criteria alone will return all units within a Base Support Battalion in U.S. Army Europe.
- **USAREUR MPA:** This criteria alone will return all units within a Master Planning Area in U.S. Army Europe.
- **EUSA Area:** This criteria alone will return all units within an Area in Korea. Areas are designated by the Eighth U.S. Army.
- **EUSA MPA:** This criteria alone will return all units within a Master Planning Area in Korea. MPAs are designated by the Eighth U.S. Army.

(2). Country, State/Territory, or Congressional District,…

Political Location Criteria

Political Locations Criteria are location oriented groupings that are defined by various levels of political boundaries. Choosing the Political Locations Criteria will return all of the units that are stationed within those boundaries. To switch between the different categories of criteria, use the drop-down list. To select the value of the criteria, click the desired value to highlight it, and click the **Add to Query** button. The three current types of Political Locations Criteria are listed below:

- **Country:** This criteria alone will return all units within a specified country.
- **State/Territory:** This criteria alone will return all units within a specified state or territory.
- **Congressional District:** This criteria alone will return all units within a specified congressional district.

(3). Base, Station by STACO, INSNO, or FACID, or Zip Code,…

Stationing, Facility, and Zip Code Criteria

Stationing, Facility, and Zip Code criteria require the user to have some knowledge of the specific code of the desired location. To switch between the different categories of criteria, use the drop-down list. To select the code as criteria, type the code into the **Code** text box and click the **Add to Query** button.

You may also locate the desired location by typing full or partial name in the **Search by Name** text box and clicking the **Search** button.

- **Base:** Select by typing in the **BASCO** or by searching on the Base Name.
- **Station (by STACO):** Select by typing in the **STACO** or by searching on the Station Name.
- **Station (by INSNO):** Select by typing in the INSNO.
- **Station (by FACID):** Select by typing in the FACID.
- **Zip Code:** Select by typing in the Zip Code.

Tab: Organization Criteria

(1).   Branch, Assignment, Component, Type Code, ...

General Unit Codes Criteria

General Unit Code Criteria are those codes that can apply to many units. For instance, many units may have the Branch of Corps of Engineers (EN). To switch between the different categories of criteria, use the drop-down list. To select the value of the criteria, click the desired value to highlight it, and click the **Add to Query** button.

- **Branch:** This criteria alone will return all units that have a specific **Branch** association.
- **Assignment:** This criteria alone will return all units of the specified **Assignment** (i.e. FORSCOM, TRADOC)

- **Component:** This criteria alone will return all units of the specified **Component**.
- **Unit Type Code:** This criteria alone will return all units of the specified **Unit Type Code**.
- **Service:** This criteria alone will return all units of the specified military Service.
- **Action Code:** This criteria alone will return all units with the specified **Action Code**.

(2). Partial UIC, Parent UIC, TPSN, SRC, or Unit Number,…

Specific Unit Codes Criteria

Specific Unit Code Criteria are those codes for which a drop-down selection list is not practical. You must have some knowledge of the desired search value in order to use these criteria. To switch between the different categories of criteria, use the drop-down list. To select the code as criteria, type the code into the **Code** text box and click the **Add to Query** button.

- **Partial UIC:** If you know the first several characters of the UIC, you can use this to return all units that match your input. For example, typing in 'WN' here would return all Multi-Compo units.
- **Parent UIC:** The parent unit UIC is that of the SAMAS parent. Typing in the Parent UIC will return the parent unit and all derivatives or "children" of the organization.
- **TPSN:** Selecting **TPSN** will return all units within the same TPSN organization. In general, this will be all units in the same Division, Separate Brigade, or Echelon above Division
- **SRC:** This criteria alone will return all units with the same Source **Requirements Code**.
- **Unit Number:**   This criteria alone will return all units with the same unit number. For instance, if you only know of a unit as the "320th" and have no other information regarding the unit, you can find a list of units with that unit number using this criteria.

Grouping:
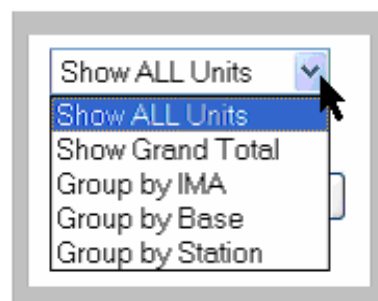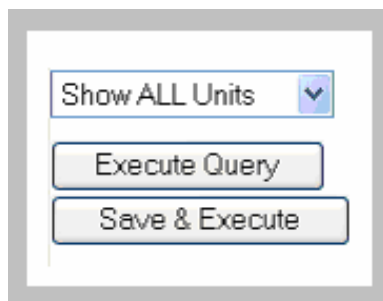
The **Grouping** selection (**Show ALL Units**) is found just above the **Execute Query** button of the CUSTOMIZED Query interface. Grouping allows you to aggregate your results to a level higher than the unit level. These groupings are always **locations based**. An example of where you would use grouping in your CUSTOMIZED query would be when you need a total number of personnel in TDA organizations at the various IMA Southeast Region bases. You would create a custom query with the query criteria of IMA Region - Southeast and Unit Type Code of 3 (TDA) and choose Group by Base in order to get Base totals.

Below are the grouping options. Show all units is the default option.

- **Show ALL Units**
- **Show Grand Total**
- **Group by IMA Region**
- **Group by Base**
- **Group by Station**

Once you have selected a query criteria, it will be displayed along with all of the other current criteria in the **Selected Criteria** list. You may remove a selected query criteria by highlighting it in the Selected Criteria list and clicking the **Remove Criteria** button.

Once you have selected your query criteria and grouping, you are ready to execute the query. You have the option of executing the query immediately or saving the query so that it can be used again. You can return to the saved query through the main menu.

Click the **Execute Query** button to run the query without saving.

Click the **Save and Execute** button to save the query and execute it. A window will appear asking you to enter a name for the query. A list of custom queries will appear at the top of this window that you have already saved (see below).
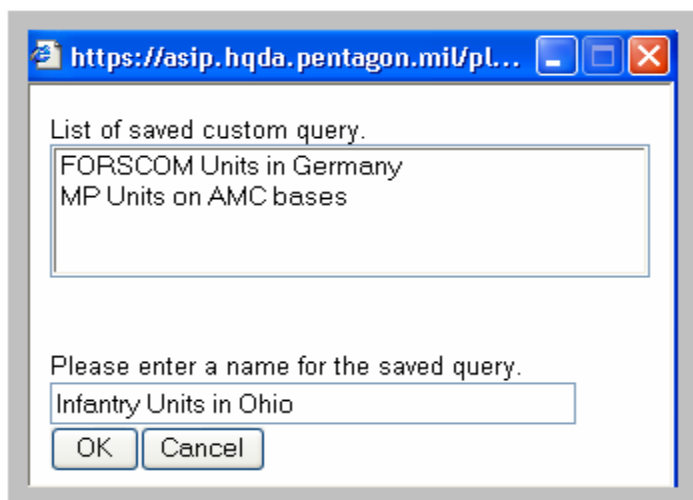
Enter a name and click the **OK** button.

If you selected the **Show All Units** option in Grouping, you will receive a **Unit Level View**.   The Unit level view will be discussed later after the Filters tab discussion.

If you selected the **Group by Station** option in Grouping, you will receive a **Station Level View**.   The Station level view will be discussed later after the Filters tab discussion.

If you selected the **Group by Base** option in Grouping, you will receive a **Base Level View**.   The Base level view will be discussed later after the Filters tab discussion.

If you selected the **Group by IMA** option in Grouping, you will receive an IMA Summary View. This view shows the total authorizations by IMA of Location.

If you selected the **Grand Total** option in Grouping, you will receive a Grand Total of all authorizations regardless of stationing.

POC information is shown integrated with all levels of data views in the ASIP User Interface.

6. Select a SAVED CUSTOMIZED QUERY

After you have created and saved a custom query, you may return to that view of the data by clicking the **Select a SAVED CUSTOMIZED QUERY** link.

The Select Custom Query Screen will appear:
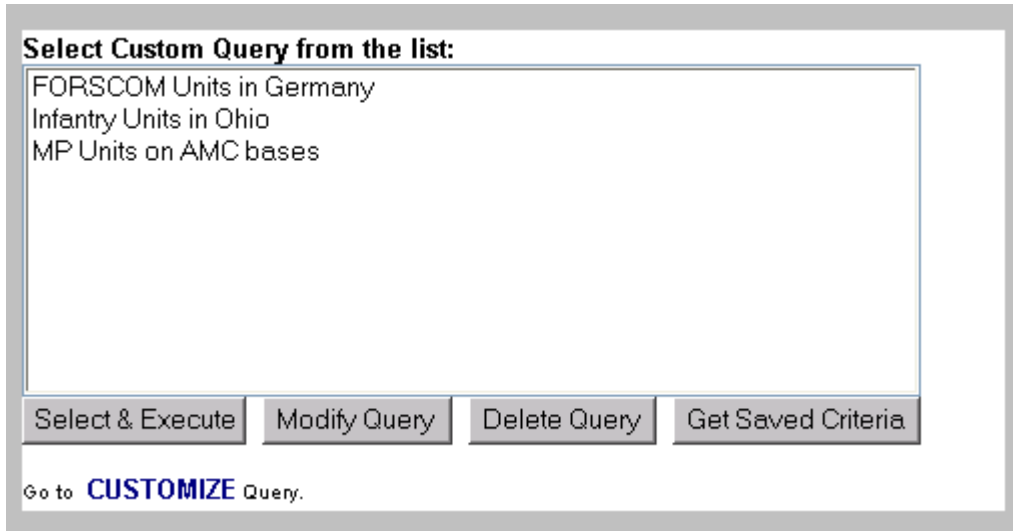
The **Select & Execute** button allows you to select previously saved queries from the list box and "execute" or run them.

The **Modify Query** button allows you to directly modify the criteria of the selected query. Clicking this button will take you to the Customized Query interface screen with the selected query criteria already set. When you save and execute your modified query it will have the same name as the original selected query.

The **Delete Query** button will delete the highlighted query. When you select a query from the list and click this button you will be asked to confirm your action. **Caution: You cannot recover a deleted query.**
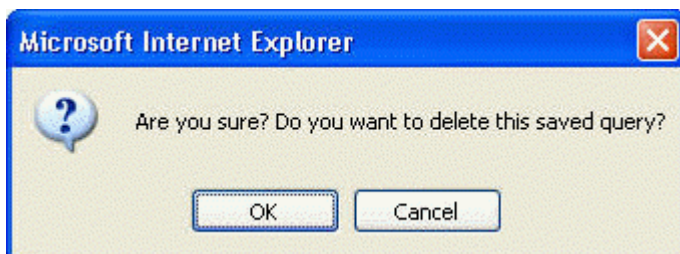
The **Get Saved Criteria** button allows you to create and save a new saved query starting with the criteria of the selected query. Clicking this button will take you to the Customized Query interface screen with the selected query criteria

already set. When you save and execute your new query you must give it a new name.

The **Go to CUSTOMIZE Query** link takes you to Customized Query interface screen with no query criteria set.

Using the Filters Tab:

The Filters Tab contains two types of filters – (1) Data Filters and (2) Display Filters as shown below. The Filters Tab will be available any time after a query has been run and data is available on the screen. They can be applied at any level of organization selected.

(1). Data Filters:

- The **TYPCO**, or Unit Type Code, filter allows the user to include all unit types in the ASIP (the default setting) or to restrict to any combination desired.
- The **Unit COMPO**, or component, filter allows the user to include all service components (the default setting) or to restrict to any combination desired
- The **MACOM of Assignment** filter allows the user to select and see only those units assigned to a particular MACOM or group of MACOMs. The MACOMs are searched and found by using 3 queries (the DRILLING-DOWN query, the LOCATION query, and the Location Criteria of the CUSTOMIZED Query interface). Since these queries refer to the MACOMs by "locations", a user employing the MACOM of Assignment filter will only see units from a single MACOM (i.e. AMC units on a FORSCOM installation or AMC units throughout all of FORSCOM).

However, multiple selections can be made or deselected by holding down the control (Ctrl) key while clicking on the desired MACOMs.

- The **Branch** filter allows the user to select only units from a single branch type, such as infantry units or engineer units. **Multiple selections can be made by holding down the Control (Ctrl) key** while clicking on branches.

- At the bottom of the Filters page you will see the **Strengths at EDATE level** settings. Recall that **EDATE** is the Effective Date of a Document. This filter allows you to change the date at which the strengths shown in the ASIP report are calculated. The official ASIP position which is used in all ACSIM planning systems and models is the **End Of the Year (Default)**. In the example where a unit deactivates during the fiscal year, the strength at End Of the Year (Default) will be zero. You can use the Strengths at the EDATE level filter settings to view the strength of this unit **Beginning of the Year** or **Mid Year** in order to determine its end strength at that time.

- The Edit Domain Filters (lower right part of display below) will only be **visible** to ASIP Edit Points of Contact at the IMA, MACOM, and Base levels. Selecting a filter category from this drop down-list will allow **ASIP editors** to view change records by status. The view of the Edit Domain Filters will replace the view of the Base Composition View when in the Edit ASIP Data mode.

- The **Base Composition View** (lower right part of display below) is activated when the **Station Status** filter is turned on. You will also have to be in the Query ASIP Data mode (ASIP 2003 tab). All other filters in the Filter Tab that do not apply to the Base Composition will be grayed out. Once the Station Status filter is on, there will be three additional filters for use in the **Base Composition View.**
  - o **Active:** By default, any filter settings you make in the interface will be consistent during a given query session. This filter will display the locations of where units are stationed in the ASIP data that you are viewing (Refer to the Set Preferences section after the Display Filters below for additional information making your settings/filters persistent).
  - o **Inactive:** This filter will display locations that have no units and are **not** eligible for stationing due to inactivation, return to host country, etc..
  - o **Empty:** This filter will display locations that have no units and are eligible for stationing.

(2). Display Filters:

- The **TYPCO Summary: Show all TYPCOs** checkbox will display
  subtotals by Unit Type Code (**TYPCO**) for the current view. The **TYPCO
  Summary** option will not appear on the filter tab for unit level views, but
  only applies to station level views or higher.
- The **Strength Categories** option allows the user to see only the total
  population numbers (the default) or up to all eight strength categories.
  Any combination is possible but to avoid confusion, users should be
  careful to only select the total military and total civilian options either
  without their component parts or if all of their component parts are
  selected. This will avoid the impression that the subtotals are out of sync
  with the components.
- The **FY**, or Fiscal Year filter allows the user to view all seven possible FY
  (the default) or any combination of the years desired.
- The final display filter allows the user to **roll the strengths of co-located
  derivatives**, or sub units, into their parents. The default is to show the
  lowest level of derivatives and sub units. By checking this option, the
  strengths of co-located companies will be rolled up to the Battalion level
  and TDA derivative units will be rolled up to the parent or AA level.

Set Preferences:

By default, any filter settings you make in the interface will be consistent during a given query session. However, once you return to the main menu, the filters will be reset. Use the filter Set Preferences buttons (below) to set or clear a personal default setting that will persist from session to session. When you have set your preferences, they will be active until you clear them - even the next time you visit the website.
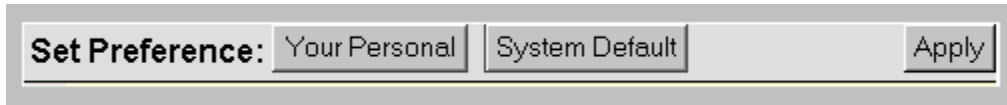
Once you have selected the filter settings that you wish to persist from session to session and login to login, click the **Your Personal** button.

To clear your personal preferences, click the **System Default** button.

To the right of the Set Preference buttons is the **Apply** button. The Apply button is used to obtain the data from the selections made in the Filters Tab.

The Apply button will cause the **Results Tab** screen to appear with the generated data.

Note: You can generate the results from the selections made in the Filters Tab by directly pressing the Results Tab. It is located to the left of the Filters Tab.

.

Using the Results Tab:

The Results Tab is a screen that is dependent on the selection made in the **Filters Tab**.   The data from the selections made in the Filters Tab will be shown in the Results Tab.

The Results Tab screen is shown below. It has a number of columns with the associated data in them. In this example, the Southeast IMA Region is used. In the left part of the screen is the Locations and POCs column. Clicking on an individual base in this column will bring up a window that has the contact information for the POC.

The "Drill to ==>" column has Stations and Units links. Clicking on the Stations and Units links will bring up the data for that Station or Unit.

The other columns are the ASIP data for the seven fiscal years for each of the Station and Unit.

Results	Filters				SOUTHEAST Drill Up						
POC - ERNEST.PRATT								Map It	Report	Excel	Help
No Current Filters					FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
		Show all Units	Total Strength for this Level:		284,340	284,956	284,678	284,051	285,950	286,322	287,217
Locations and POCs		Drill to ==>									
Official Bases											
ANNISTON ARMY DEPOT	Stations	Units		TOT POP:	5,013	5,085	4,933	4,923	4,923	4,923	4,923
BLUE GRASS ARMY DEPOT	Stations	Units		TOT POP:	1,302	1,381	1,373	1,373	1,373	1,373	1,373
FORT BENNING	Stations	Units		TOT POP:	34,628	34,636	35,170	34,654	34,906	34,906	34,906
FORT BRAGG	Stations	Units		TOT POP:	56,218	56,861	56,629	57,305	57,788	57,795	57,795
FORT CAMPBELL	Stations	Units		TOT POP:	33,335	33,636	33,807	33,454	33,454	33,784	33,796
FORT GILLEM	Stations	Units		TOT POP:	4,562	4,598	4,587	4,589	4,589	4,589	4,589
FORT GORDON	Stations	Units		TOT POP:	17,973	17,698	18,679	18,770	19,102	19,102	19,102
FORT JACKSON	Stations	Units		TOT POP:	29,119	29,950	28,171	27,528	27,426	27,426	27,426
FORT KNOX	Stations	Units		TOT POP:	23,384	22,126	22,716	22,377	22,475	22,475	22,475
FORT MCPHERSON	Stations	Units		TOT POP:	5,223	5,995	5,404	5,961	6,793	6,793	7,646
FORT RUCKER	Stations	Units		TOT POP:	13,663	14,306	14,357	14,342	14,335	14,335	14,335
FORT STEWART	Stations	Units		TOT POP:	19,771	19,921	19,778	19,696	19,702	19,702	19,702
HOLSTON ARMY AMMUNITION PLANT	Stations	Units		TOT POP:	631	701	761	821	881	911	941
HUNTER ARMY AIRFIELD	Stations	Units		TOT POP:	5,866	5,774	5,813	5,813	5,813	5,813	5,813
MILAN ARMY AMMUNITION PLANT	Stations	Units		TOT POP:	525	525	525	525	525	525	525
MISSISSIPPI ARMY AMMUNITION PLANT	Stations	Units		TOT POP:	59	59	70	70	70	70	70
REDSTONE ARSENAL	Stations	Units		TOT POP:	25,142	24,533	24,603	24,511	24,456	24,461	24,461
SUNNY POINT MILITARY OCEAN TERMINAL	Stations	Units		TOT POP:	617	615	615	615	615	615	615
VOLUNTEER ARMY AMMUNITION PLANT	Stations	Units		TOT POP:	332	332	332	332	332	332	332

In the upper part of the screen, two arrows are being used to identify links. These links refer to the **Show all Units** (short arrow) and the **Map It** (long arrow).

Click on the **Show all Units** link to take you to the screen as shown below.

Units in SOUTHEAST **Drill Up**

POC - ERNEST.PRATT

Map It | Report | Excel | Help |

No Current Filters

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
	284,340	284,956	284,678	284,051	285,950	286,322	287,217

MTOE TDA AUG TO MTOE TDA PCS STUDENTS TDY STUDENTS TRAINEES OTHER TENANTS CONTRACTORS
FTS - RESERVES FTS - GUARD AGR - RESERVES AGR - GUARD NON-ADDITIVE OTHER SERVICES USACE CIVIL WORKS

UIC   **Description**   **STACO**

Page 1 of 149

MTOE

	UIC	Description	STACO			FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
3	R03110	CM CO CM CO (BIO DET)	1356F	TOT POP:	0	0	0	185	185	185	185
3	R03112	CM CO CM CO (BIO DET)	1356F	TOT POP:	0	0	0	0	185	185	185
3	R03907	CM CO CM CO (BIO DET)	1356F	TOT POP:	0	0	0	0	0	0	185
3	R05007	EN CO MULTI-ROLE BRG	1356F	TOT POP:	0	0	0	0	184	184	184
3	R05072	0844 EN BN CBT HVY	1356F	TOT POP:	0	0	0	0	0	0	633
3	R08840	MD DET MINIMAL CARE	RQ137	TOT POP:	0	0	0	39	39	39	39
3	R10101	QM CO FLD SVC GS FWD	1356F	TOT POP:	0	0	0	122	122	122	122
3	R10103	QM TM PETRL LAISION	1356F	TOT POP:	0	0	0	11	11	11	11
3	R10105	QM CO AIRDROP SUPPLY HVY	1356F	TOT POP:	0	0	0	0	259	259	259
3	R16102	CH TM CHAPLAIN SPT DIV	1356F	TOT POP:	0	0	0	2	2	2	2
3	R16103	CH TM CHAPLAIN SPT DIV	1356F	TOT POP:	0	0	0	2	2	2	2
3	R16104	CH TM CHAPLAIN SPT DIV	1356F	TOT POP:	0	0	0	2	2	2	2
3	R16105	CH TM CHAPLAIN SPT DIV	1356F	TOT POP:	0	0	0	2	2	2	2
3	R16106	CH TM CHAPLAIN SPT DIV	1356F	TOT POP:	0	0	0	2	2	2	2
3	R16107	CH TM CHAPLAIN SPT DIV	1356F	TOT POP:	0	0	0	2	2	2	2
3	R19007	MP CO CBT SPT	1356F	TOT POP:	0	0	0	0	182	182	182
3	R19016	MP DET EPW CAMP LSN TM	1356F	TOT POP:	0	0	0	12	12	12	12
3	R19027	MP DET (CID)	1356F	TOT POP:	0	0	0	0	6	6	6

This screen will list the UIC, the Description, and the STACO for all the units chosen from the Filters Tab criteria.   Also notice that the screen will show all of the units as selected under the TYPCO and Unit COMPO selections of the Filters Tab.   The Show All Units can give views from the Base, Station, and Unit levels.

The **Map It** link

The ASIP Map It tool allows the viewer to point and click on any area of the world where there is an Army installation. The mapping format used is a flat map that presents the world in a horizontal, flat-like manner. Continuously clicking on the map will allow the viewer to get a more detailed view of the desired installation. Thus, the viewer is then able to bring up station and unit listings of the ASIP data.

Note: The Map It link is only available in the Query ASIP Data mode (ASIP 2003), which in this case, is for the fiscal year 2003. Clicking on the link will produce a box with two additional links.   This is shown in the display below.

Map It

Non Thematic
Thematic
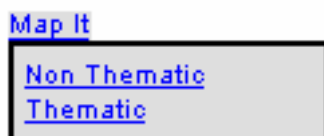
Notice that there are two types of maps – **Non Thematic** and **Thematic**.   The components and differences between these two maps are discussed below.

Non Thematic map
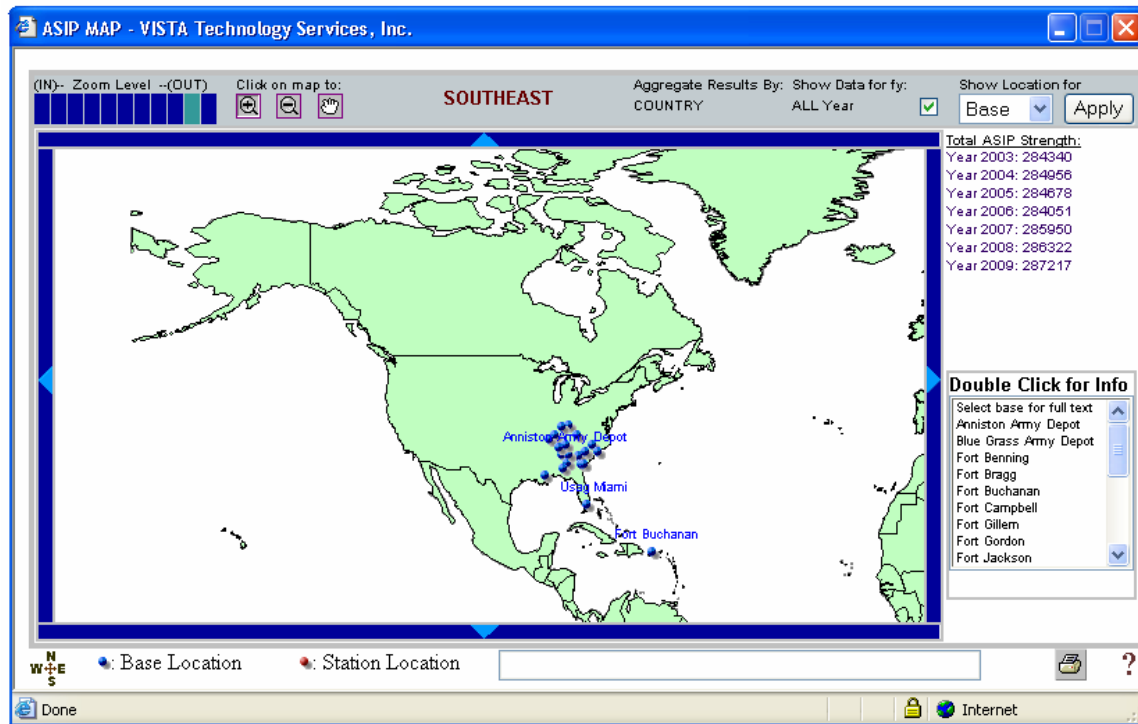
The non thematic map does not give a breakdown of the data by different colors. The land mass is uniformly green in color with a white background.   This is one of the differences between the non thematic and thematic maps.

Sections of the ASIP Map It (Non Thematic)

All parts of the map are discussed in a clock-like manner, starting in the upper left corner of the screen.

- **(IN)-- Zoom Level –(OUT)**. Located in the upper left corner of the map screen. Selecting the bars in a leftward or rightward direction will give the viewer a different map view each time. These actions will result in the viewer obtaining increases or decreases in the map details. Notice that to zoom in (IN), the viewer will have to select the bars in a leftward direction. Selecting the bars in a rightward direction (OUT), the viewer will be able to zoom out and obtain a much broader view of the map details.
- **Click on map to**. Located to the right of the Zoom Level above. This area provides additional tools for zooming in and out of the map view. Three buttons are displayed here. The first one is the increase (+) zoom button. The second one is the decrease (-) zoom button. The third and last button is the (hand) button.   The first two buttons are use in con-junction with the third button to obtain a faster view of the desired map.

Just move the hand over a section of the map and click it. The desired mapping will then display.

- **IMA Region**. Located in the upper center part of the screen. The display will show the region that you are currently working in. In this example, the region is the SOUTHEAST.
- **Aggregate Results By: COUNTRY**.   Located in the upper right part of the screen. This area is reserved for use in the thematic map.
- **Show Data for fy: ALL Year**. Located in the upper right part of the screen.   This area is reserved for use in the thematic map.
- **Show Location for.** Located in the upper right part of the screen. A drop-down box is presented to the viewer with a Base or Station selection. Select one of the options, and then click the Apply button to generate the view at the selected level. Notice that selecting a Base or Station will generate a listing of bases or stations in the area of <u>Double Click for Info</u> below.
- **Total ASIP Strength**. Located directly under the area for the <u>Show Location for</u> above. This section gives a static 7 year window of the ASIP data.
- **Double Click for Info**. Located in the middle right part of the screen. Double click on the base or station to give the viewer ASIP station or unit listing information on the selected item. Notice that the selected base or station name will appear in the rectangular <u>Box</u> located at the middle, bottom of the screen.
- **Question mark (?)**. Located in the lower right part of the screen. This will provide the viewer with additional help information.
- **Printer**. Located in the lower right part of the screen. This icon will print what is currently displayed on the screen.
- **Box**. Located at the bottom middle part of the screen. This section is dependent on what is selected in the <u>Double Click for Info</u> above.
- **Station Location**. Located in the left bottom of the screen. This is a color-coded legend (red dots) used for identifying the location of the stations.
- **Base Location**. Located in the left bottom of the screen. This is a color-coded legend (blue dots) used for identifying the location of the bases.
- **Map direction**. Located in the left bottom part of the screen. This area provides a reference point to any direction.
- **Direction bar**. Two horizontal bars and two vertical bars (frames) located around the map. This provides movement in any direction on the map.
- **Actual view** of the map.

Thematic map

The thematic map delineates the breakdown of the data by color. The land mass is broken down by different shades of green with a white background.   This is a major difference between the non thematic and the thematic maps.
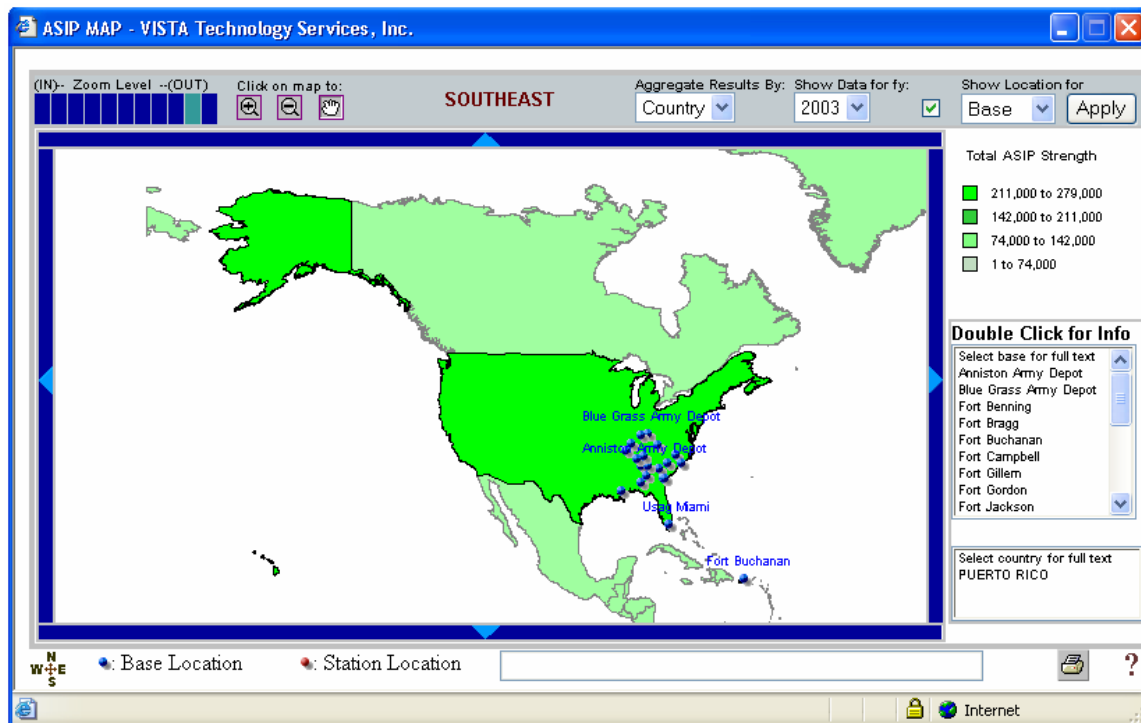
Sections of the ASIP Map It (Thematic)

All parts of the map are discussed in a clock-like manner, starting in the upper left corner of the screen.

- **(IN)-- Zoom Level –(OUT)**. Located in the upper left corner of the map screen. Selecting the bars in a leftward or rightward direction will give the viewer a different map view each time. These actions will result in the viewer obtaining increases or decreases in the map details. Notice that to zoom in (IN), the viewer will have to select the bars in a leftward direction. Selecting the bars in a rightward direction (OUT), the viewer will be able to zoom out and obtain a much broader view of the map details.
- **Click on map to**. Located to the right of the Zoom Level above. This area provides additional tools for zooming in and out of map view. Three buttons are displayed here. The first one is the increase (+) zoom button. The second one is the decrease (-) zoom button. The third and last button is the (hand) button.   The first two buttons are use in conjunction with the third button to obtain a faster view of the desired map. Just move the

hand over a section of the map and click it. The desired mapping will then display.

- **IMA Region**. Located in the upper center part of the screen. The display will show the region that you are currently working in. In this example, the region is the SOUTHEAST.
- **Aggregate Results By: COUNTRY**. Located in the upper right part of the screen. A drop-down box is presented to the viewer with either a Country, a State, or a Congressional District selection. Select one of the options, and then click the Apply button to generate a view for the selected option.
- **Show Data for fy: ALL Year**. Located in the upper right part of the screen. A drop-down box is presented to the viewer with a 7 year window of the fiscal year listing. Select one of the years, and then click the Apply button to generate an ASIP data view for the selected year.
- **Show Location for**. Located in upper right part of the screen. A drop-down box is presented to the viewer with a Base or Station selection. Select one of the options, and then click the Apply button to generate the view at the selected level. Notice that selecting a Base or Station will generate a listing of bases or stations in the area of Double Click for Info below.
- **Total ASIP Strength**. Located directly under the area for the Show Location for above. This section gives a static 7 year window of the ASIP data.
- **Double Click for Info**. Located in the middle right part of the screen. Double click on the base or station to give the viewer ASIP station or unit listing information on the selected item. Notice that the selected base or station name will appear in the rectangular Box located at the middle, bottom of the screen.
- **Question mark (?)**. Located in the lower right part of the screen. This will provide the viewer with additional help information.
- **Printer**. Located in the lower right part of the screen. This icon will print what is currently displayed on the screen.
- **Box**. Located at the bottom middle part of the screen. This section is dependent on what is selected in the Double Click for Info above.
- **Station Location**. Located in the left bottom of the screen. This is a color-coded legend (red dots) used for identifying the location of the stations.
- **Base Location**. Located in the left bottom of the screen. This is a color-coded legend (blue dots) used for identifying the location of the bases.
- **Map direction**. Located in the left bottom part of the screen. This area provides a reference point to any direction.
- **Direction bar**. Two horizontal bars and two vertical bars (frames) located around the map. This provides movement in any direction on the map.
- **Actual view** of map.

Base Level Views:

Clicking **Locations** for a specific IMA Region leads to a list of Official Bases or Other Locations. You now have a list of Bases that roll up to the selected IMA Region or Geographical location. The population of the Bases is displayed as per your settings in the **Filters Tab**. The IMA total population is displayed in the top of the frame. The next choice is whether to look at the **Stations** that make up the base or click on **Units** to go directly to the unit level.

POC information is shown integrated with all levels of data views in the ASIP User Interface.

- **Stations:** This will take you to a **Station Level View** of all stations which make up the selected base.
- **Units:** This will take you to a **Unit Level View** of all units which reside on the selected base.

Station Level Views

Clicking **Stations** in the base level view or by Querying by Location and choosing Station will bring you to the Station level view. If you have drilled down to the station level view via a base level view, you will see here the stations that make up the selected base. If you selected this station via Query by Location, you will see only the selected station.

Clicking on the name of the Station will give a Station Detail window list providing additional information about the Station (including the Base the station is part of, if applicable, the **BASCO,** the **COMPO**, the Service, the Address, the INSNO, the FACID, the Phone number, the TLAC, the Congressional District, the GELOC), and a static summary of the population at that station. From this window you can perform a multitude of actions. You can click on the **X** in the upper right corner to return to the previous window. You can click on the **Report** button in the upper right corner to open a PDF that may be saved or printed, producing the Station Detail Report. You can also click on the **Show All Units**, which will open a window at the unit level detail for the station selected.

Clicking on the **Units** selection at the corresponding listed station takes you to the unit or UIC level at that station only.

Working with Unit Level Views:

Once at the unit or UIC level, the user will see a display, including from left to right: A P/C (Parent/Child) button (if applicable), a COMPO (Component) designation, the UIC, the unit description (including regimental & Unit number, branch, and unit description), the STACO (Station Code), and strengths for each of the fiscal years. The units are grouped and ordered by TYPCO (type code).

- The **P/C** button designates the availability of a parent/child report for that UIC. Clicking the P/C button will launch the **Parent/Child View**.
- The small color-coded square to the left of the UIC, with 1,2,3, or Z in it designates the unit's component (**COMPO**). A green box with a 1 designates an Active Army unit, a yellow box with a 2 designates a National Guard unit, a blue box with a 3 designates an Army Reserve unit, and a gray box with a Z designates a Non-Army unit.
- Next the 6 character **UIC** is displayed. Clicking on the UIC will launch a **Unit Detail** window.
- The next field is the unit description which includes: Combat Arms Regimental Designator (**CARSS**), Unit Number (**UNMBR**), Branch (**BRNCH**), Unit Description (Parent) Field (**UNTDS**), and Derivative Unit Description Field (**UNDES**).
- **STACO** (Station Code) is the next field. Holding the mouse over the STACO will produce a pop up label that will identify the station name. Clicking on the **STACO** will launch the Station Detail window for that station as discussed above.
- Next is the actual population strengths for each of the fiscal years selected. Depending on the strength categories selected in the Filters tab, the strength can be shown as a single line Total Population, a complete list of (OFF, WOF, ENL, TOT MIL, USD, OTH, TOT CIV, and TOT POP), or any combination that the user selects. Additionally, using the Filters tab, any number of the available fiscal years may be shown.

Dynamic Reports:

Dynamic Reports are available at various levels of the Drilldown, at Base, Station, and Unit levels.

Note: Dynamic reports are configured to take the exact settings visible on the screen to include the settings of various filters or custom query conditions and produce a printable version in the Adobe portable document format (.pdf).

Reports at Higher Drill Down Levels:

- At levels such as IMA Region, ASG, BSB, MPA, Area, Geographic Area, States, etc... you may use the **Reports** button to generate a summary showing the aggregate strengths of the units included at that level.

Reports at the Base Level View:

- At the Base level, it is possible to produce a summary of the aggregate strengths of each listed base. The aggregate strengths displayed in this report will be as displayed on the screen and are a result of the current filter settings and custom query settings.

Reports at the Station Level View:

- At the Station level, it is possible to produce a summary of the aggregate strengths of each listed station. the aggregate strengths displayed in this report will be as displayed on the screen and are a result of the current filter settings and custom query settings.

Reports at the Station Detail Screen:

- The Station Detail report is only available when you have drilled into the Station Detail screen by clicking on the Station Code (STACO) of an installation in the Web Interface. This report contains all information visible in the Station Detail screen. The Station Detail report will always show the full population of the station regardless of the filters set or the custom query settings.

Reports at the Unit Level View:

- When you have drilled to the unit level, you now have a choice of how you want a report configured. When you click the **Reports** button you are asked whether you want the report in ASIP format or Unit List Format.
- **ASIP format:** The ASIP report format reflects the legacy hardcopy configuration of ASIP information. It produces a report for each station on which the units displayed are located. Remember that this report **will not**

reflect the official ASIP report if there are filters set or if custom query conditions exist.

- **Unit List format:** If you choose Unit List, the report will be formatted to include all units at the current level in the same report regardless of stationing.

Reports at the Unit Detail View:

- The Unit Detail report is only available when you have drilled into the Unit Detail by clicking on a UIC in a unit listing. This report contains all information visible in the Unit Detail screen. It will only show the information for the current unit.

Producing Spreadsheets:

Spreadsheets at Higher Drill Down Levels:

When using the Drill-Down query method and working at a higher level than base, the **Spreadsheet** button will produce a spreadsheet showing a representation of the information currently displayed on the screen. The first row of the spreadsheet will always contain an indication of the level at which the spreadsheet was produces. For example, IMA Region - Southeast or BASE - FORT BRAGG or STATION - FORT BRAGG. The spreadsheet will further contain the following columns of information.

- **CODE** This is a location oriented code that differs based on the level of the view from which the spreadsheet was produced. For example, at an IMA view where Bases and Other Locations are shown in the detail area, the CODE will indicate the Base Code (BASCO) of the Bases and the Station Code (STACO) for the Other Locations. At higher levels of view, the CODE will reflect an arbitrary numeric code used to distinguish between the various groupings of locations.
- **DESC** The DESC column will always contain descriptive information about the location
- **OFF XX** contains the sum of all Officer authorization for the fiscal year XX
- **WOF XX** contains the sum of all Warrent Officer authorization for the fiscal year XX
- **ENL XX** contains the sum of all Enlisted authorization for the fiscal year XX
- **USD XX** contains the sum of all U.S. Direct Hire Civilian authorization for the fiscal year XX
- **OTH XX** contains the sum of all Other Civilian authorization for the fiscal year XX

The spreadsheet will include authorizations for all Fiscal Years covered by the ASIP report. (Current year + 6 subsequent years.

Spreadsheets at the Unit Level View:

At the Unit Level View, the **Spreadsheet** button will produce a spreadsheet showing a representation of the information currently displayed on the screen. The first row of the spreadsheet will always contain an indication of the level at which the spreadsheet was produced. For example, IMA Region - Southeast or BASE - FORT BRAGG or STATION - FORT BRAGG. The spreadsheet will further contain the following columns of information.

- **UICCC** lists Unit Identification Codes all for all units at the current level.
- **STACO** lists the Station Code for the Units' installation.
- **COMPO** lists the Component of the Units.

- **TYPCO** lists the Unit Type Code.
- **CARSS** lists the Combat Arms Regimental designator.
- **UNMBR** lists the Unit Number.
- **BRNCH** lists the Branch of the Units.
- **UNTDS** lists the Unit Description (Parent) field.
- **UNDES** lists the Derivative Unit Description field.
- **ASGMT** lists the Unit's MACOM of Assignment
- **OFF XX** contains the sum of all Officer authorization for the fiscal year XX.
- **WOF XX** contains the sum of all Warrent Officer authorization for the fiscal year XX.
- **ENL XX** contains the sum of all Enlisted authorization for the fiscal year XX.
- **USD XX** contains the sum of all U.S. Direct Hire Civilian authorization for the fiscal year XX.
- **OTH XX** contains the sum of all Other Civilian authorization for the fiscal year XX.
- **EDATE** lists the Effective date of the most current document for the organization or the effective date of the record for Tenants Other Than Army.
- **SOURCE** lists the Source of the record in ASIP.
- **ACTCO** lists the SAMAS Action Code for the unit.
- **SRC** lists the Source Requirements Code.
- **TPSN** lists the Troop Program Sequence Number.
- **MDEP** lists the Management Decision Package code.
- **CCNUM** lists the Command and Control Number for the most current document.

The spreadsheet will include authorizations for all Fiscal Years covered by the ASIP report (current year + 6 subsequent years).

The Base Composition View

Purpose of the Base Composition View

The Base Composition View was developed in order to allow ASIP users to query their stationing information **without the associated unit information**. The Base Composition View shows IMA ownership of Army Bases as well as the stations that "roll up" to those bases. The Base Composition View is also a means to crosswalk Official HQDA stationing information GELOC (Geographical Location Code) and ARLOC (Army Location Code) with ACSIM Installation Codes INSNO (Installation Number) and FACID (Facility ID).

Definitions

- **Active:** Active stations are those locations at which one or more Units are stationed in the ASIP.
- **Empty:** Empty stations are those locations that have no units stationed in the ASIP, but could be used for stationing.
- **Inactive:** Inactive stations are those locations that have been confirmed to have been permanently closed by BRAC (Base Realignment Closure) or other actions, returned to host country, or are in some other way no longer available for stationing in the ASIP. An example of an inactive location would be Fort Ord, California.

Station Status Settings

The Station Status Settings in the image above allow you to filter by Active, Empty, and Inactive stations. To change the settings, click to check or uncheck the checkboxes and click the **Apply** button.

Navigation

Apart from the **absence of unit information,** navigation is the same as in the normal **Query by DRILLING-DOWN** tool used for the IMA Regions or Geographically selection. Due to the similarities between the Query by DRILLING-DOWN tools and the Base Composition View, only the IMA Regions will be discussed. Please refer to the section on Query by DRILLING-DOWN for a detailed discussion of the Geographical selection.

IMA Level View

Clicking on the IMA selection (located below the "Drill to ==>") will bring up the IMA Region view below. This display shows the IMA Regions and POCs, another "Drill to ==>" item, and the Station Count as headers. The Station Count has the total number of stations in each IMA Region based on the Station Status filter settings that was previously set.

- The IMA Regions and POCs will give you the POCs for each region.
- The selections under the "Drill to ==>" item will take you to the Base Level View.
- The numbers under the Station Count will take you to a total Station Listing for the corresponding IMA Region, while skipping the Base Level Listing.

Base Listing

Click on one of the selections (Locations, States,...) of the "Drill to ==>" item.

The Base level view is then displayed. The Base level view has the total number of stations in each base derived from the Station Status filter settings that are selected. Clicking on the Station Count number will take you to a Station Listing for the corresponding Base (see below).

Base Composition View   **Station Status:**   ☑ Active   ☐ Inactive   ☐ Empty   Apply

Locations and POCs   **Drill to ==>**   **Station Count**

Official Bases

ANNISTON ARMY DEPOT	Stations	1
BLUE GRASS ARMY DEPOT	Stations	1
FORT BENNING	Stations	4
FORT BRAGG	Stations	12
FORT CAMPBELL	Stations	4
FORT GILLEM	Stations	11
FORT GORDON	Stations	2
FORT JACKSON	Stations	6
FORT KNOX	Stations	9
FORT MCPHERSON	Stations	5
FORT RUCKER	Stations	4
FORT STEWART	Stations	5
HOLSTON ARMY AMMUNITION PLANT	Stations	1
HUNTER ARMY AIRFIELD	Stations	2
MILAN ARMY AMMUNITION PLANT	Stations	1
MISSISSIPPI ARMY AMMUNITION PLANT	Stations	1
REDSTONE ARSENAL	Stations	2
SUNNY POINT MILITARY OCEAN TERMINAL	Stations	2

Other Bases

FORT BUCHANAN	Stations	1

Station Listing

Click on the desired number under the Station Count for the IMA or Base level view.

The Station Listing displays information about the stations and their base and IMA Region relationships. This display also shows the station status, the corresponding INSNO (if any), the Component (Compo) that "owns" the station, and the service which the station belongs to.   The underlined column headings (Stations, Status, Insno, Compo, Service) in blue provide sort options for viewing the data. Clicking on any of the headings will sort the data alphabetically using that column as the primary sort field. The image below displays only Active locations that roll up to the Base Fort Bragg.

78

Base Composition View   **Station Status:** ☑ Active ☐ Inactive ☐ Empty   Apply

Stations	Status	Insno	Compo	Service
IMA:SOUTHEAST				
BASE:FORT BRAGG - (37099)				
BG WILLIAM S MCARTHUR USARC (A-6292)-3709B	Active	37225	RESERVE	ARMY
FORT BRAGG-37099	Active	37225	ACTIVE	ARMY
FORT BRAGG ECS 125 (G) (A-6283)-3709D	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (1-2732)-3709G	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (3-4533)-3709N	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (AT-3872)-3709M	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (AT-3959)-3709L	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (AT-5424)-3709H	Active	37225	RESERVE	ARMY
SIMMONS ARMY AIRFIELD USARC-3709J	Active	37225	RESERVE	ARMY
TS FORT BRAGG/MATES 79S-3709R	Active	37225	NATIONAL GUARD	ARMY
USACAPOC USARC (E-2535)-3709F	Active	37225	RESERVE	ARMY
WOMACK AMC USARC (4-2817)-3709K	Active	37225	RESERVE	ARMY

Station Listing Showing Active, Inactive and Empty Stations

The image below shows all of the Stations associated with the Base Fort Bragg.

Base Composition View   **Station Status:** ☑ Active ☑ Inactive ☑ Empty   Apply

Stations	Status	Insno	Compo	Service
IMA:SOUTHEAST				
BASE:FORT BRAGG - (37099)				
2A ITAAS (AT-3877)-3709A	Empty	37225	RESERVE	ARMY
BG WILLIAM S MCARTHUR USARC (A-6292)-3709B	Active	37225	RESERVE	ARMY
CAMP MACKALL-37505	Empty	37445	ACTIVE	ARMY
FORT BRAGG-37099	Active	37225	ACTIVE	ARMY
FORT BRAGG ECS 125 (G) (A-6283)-3709D	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (1-2732)-3709G	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (3-4533)-3709N	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (AT-3872)-3709M	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (AT-3959)-3709L	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (AT-5424)-3709H	Active	37225	RESERVE	ARMY
FORT BRAGG USARC (D-3555)-3709E	Inactive	37225	RESERVE	ARMY
LSB USARC-3709T	Inactive	37225	RESERVE	ARMY
SIMMONS ARMY AIRFIELD USARC-3709J	Active	37225	RESERVE	ARMY
SIMMONS-FT BRAGG MILITARY AIRPORT-37787	Empty		ACTIVE	ARMY
TS FORT BRAGG/MATES 79S-3709R	Active	37225	NATIONAL GUARD	ARMY
USACAPOC USARC (E-2535)-3709F	Active	37225	RESERVE	ARMY
USASOC USARC (E-2929)-3709C	Empty	37225	RESERVE	ARMY
USE 3709R. FORT BRAGG ARMORY (BLDG P-1559A)-3709U	Inactive	37225	NATIONAL GUARD	ARMY
USE 3709R. FORT BRAGG MATES 79-3709S	Inactive	37225	NATIONAL GUARD	ARMY
USE 3709R. TS FORT BRAGG-3709Q	Inactive	37225	NATIONAL GUARD	ARMY
WOMACK AMC USARC (4-2817)-3709K	Active	37225	RESERVE	ARMY

Station Detail View

If you click the **Station Name** in the Station Listing, a Station Detail view will pop up in a new browser window. The image below shows the Station Detail view for the station Fort Bragg.

```
Station Detail for FORT BRAGG - (37099)                        [Report] [Show All Units]

                 IMA: SOUTHEAST
  Part of Official Base: FORT BRAGG - (37099)                    Status:  ACTIVE
              COMPO: ACTIVE - (1)                                Service: ARMY - (A)
            Address:                                             INSNO:   37225
                    FORT BRAGG, NC, 28307, UNITED STATES OF AMERICA
               Phone: 910-396-0011                              LOCCO:   1NC
  Congressional District: Robin Hayes (R) - (NC-08)             GELOC:   HCTL
               TLAC: ARMY INSTALLATION                       GEO COORD:  350800N0785900W
```

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
OFF	4,787	4,888	4,893	4,967	5,013	5,013	5,013
WOF	1,108	1,155	1,148	1,148	1,214	1,214	1,214
ENL	36,787	37,005	36,748	37,066	37,231	37,231	37,231
TOT MIL	42,682	43,048	42,789	43,181	43,458	43,458	43,458
USD	4,689	4,697	4,921	4,921	4,921	4,921	4,921
OTH	6,894	7,171	6,947	7,256	7,462	7,469	7,469
TOT CIV	11,583	11,868	11,868	12,177	12,383	12,390	12,390
TOT POP	54,265	54,916	54,657	55,358	55,841	55,848	55,848

Reports and Spreadsheets in the Base Composition View

Reports

Reports in the Base Composition View are available at all levels and depict the same information as is displayed on the website. (What you see is what you get)

Spreadsheets

Spreadsheets in the Base Composition View are also available at all levels. They depict the same information as is displayed on the website except for spreadsheets generated at the Station Listing level. Station Listing spreadsheets include extra information to include the following fields:

|	
IMA Region	The IMA Region to which the Station's Base Belongs
BASCO	The Base Code
Base Name	The Base Name
STACO	Station Code (ARLOC)
Station Name	Station Name
Status	ASIP Station Status Code (Active, Empty, Inactive)
INSNO	ACSIM Installation Number
Compo	The Army Component that owns the Station
Service	The Military Service of the Station
Address	Street level address of the Station
City	
State	

Zip	
Phone	Phone number associated with the ASIP POC for the station
FACID	Facility ID used by the Army Reserve
GELOC	Geographic Location Code (Assigned by JCS J3)
GEONA	Geographic Name (Assigned by JCS J3)
CONGDIS	The current congressional district that encompasses the Station

Part III – Editing ASIP Data

The Query and Edit ASIP Data Tabs

- **The Query ASIP Data mode (ASIP 2003 tab)**
- **The Edit ASIP Data mode (Edit ASIP 2004 tab)**

Non-Editors (users) of the ASIP application will have two tabs on their main menu screen, the **ASIP 2003** and the **Historical ASIP** tabs (see display below). The ASIP 2003 section will generate results from the most recent locked ASIP (the previous September lock date). The Historical ASIP section will generate results from the last ten years of locked ASIP data.
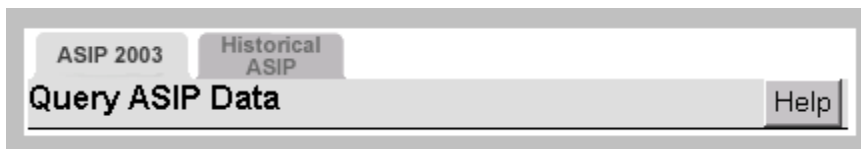
Editors (users) of the ASIP application will have an additional tab on their main menu screen. That tab is the **Edit ASIP 2004** (see display below)**.** In the example below, the **Edit ASIP 2004** tab has placed the system in the **Edit ASIP Data** mode where it is active. It is displayed in a lighter shade of gray, and shows the mode of operation that is currently available to the user. **This tab is only available to ASIP editing POCs**, and will be the default tab shown initially on the main menu screen during the update window cycles.

In the **Edit ASIP Data** mode, the ASIP data you will see is the most current information as of the release of the edit windows. This information may be periodically updated with the latest approved changes and force structure locks as the ASIP lock date approaches. Finally, the **Edit ASIP Data** mode of operation will take you to the ASIP Edit Domain screen. It is always displayed as shown below:
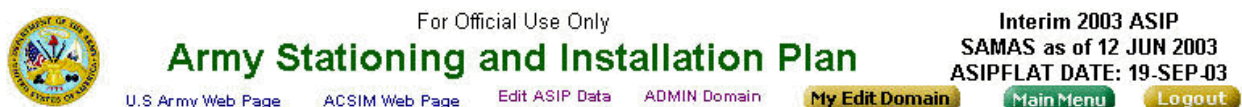
Navigating in the ASIP Edit Domain

Clicking on the **My Edit Domain button** and the **Edit Summary** link (located on the main menu webpage) will take you to the ASIP Edit Domain.

General Navigation in the ASIP Edit Domain is the same as using the query tools in the Query ASIP Data mode (ASIP 2003 tab). However, in addition to the tools of the Query ASIP Data mode, the ASIP Edit Domain has other functions or tools as well. They are discussed below.

What is the ASIP Edit Domain (an Overview)?

The ASIP Edit Domain is the group of locations that an editor is directly responsible for. As an editor, you will have your own personal domain. The credentials you use to log in determine what locations you are able to edit. Additionally, you have privileges to move units not currently on your locations onto your locations. In general, you have full editing privileges for any unit on your locations.

The ASIP Edit Domain screen, itself, has many "links" to the functions themselves. These functions are now reviewed.

- The **My Edit Domain button** is a link that will take you to your entire listing. The button can be found in the **header** of the ASIP website if you have logged on as an editor. Clicking the button will allow you to navigate to the listing of the locations that you are responsible for.

- The **Edit Summary** is a tool has been created to help you manage the editing of the units in your Edit Domain. It gives you a breakdown of the listing into categories. This is the difference between the Edit Summary and the **My Edit Domain button** discussed above. The Edit Summary tool will be discussed in greater detail later in the manual.

- ## Printing Your Edit Domain

  This is an important area for successfully updating the ASIP. The section gives you a methodology for printing the units in your Edit Domain. The actual printing of your edit domain will be discussed later.

- ## Review your Base Composition

  Base Composition View

  The Base Composition section shows you the relationships between your base and the stations inside of it. Ensuring that this report is accurate is the first step towards completing your review of the ASIP.

  - A suggested methodology will be given later in the manual.

The **DRILLING-DOWN** tool has been developed to query the ASIP. It is very similar to the one used in the Query ASIP Data mode (ASIP 2003 tab).

- **Edit Functions - making changes**

  Before editing the ASIP, you must have a basic understanding of how Army data sources such as SAMAS and TAADS are used to create ASIP unit records. Please review the **General Info/Help** location if you are unfamiliar with the ASIP.

  - o This section of the document presents you with a suggested methodology for your update too.

- **Unit Edit Functions of the ASIP Main Menu**

  Below are the key functions that an editor will need to change records in their Edit Domain. The functions give an editor the capability to modify, relocate, delete, add, save and submit changes to units. You may or may not be able to modify, relocate or delete existing ASIP unit records depending on their source. These utilities will be discussed in detail later.

  - ➤ **Edit Summary**
  - ➤ Run **DELTA REPORT**
  - ➤ Your **Approval Domain**
  - ➤ **Status of Submission(s)** in My Domain
  - ➤ **Add Army Derivative Unit**
  - ➤ **Add Non-Army Unit**
  - ➤ **Submit** Saved Units

- **User Functions of the ASIP Main Menu**

  Below are the key functions that an editor will need to update their account information in their Edit Domain. The functions give an editor the capability to change their password, update their user information (initial done when registering for an account) and check the units status. It also allows the editor to manage the "sub" editors and supervisors in his/her domain. These utilities will be discussed in detail later.

  - ➤ **Change Password**
  - ➤ **Update User Information**
  - ➤ Editor/Submitter **Units Status**
  - ➤ Your **Group Management.**

This completes the review of the ASIP Edit Domain Screen.

Review your Base Composition

Suggested methodology for Editing ASIP Data:

1. Gather Information

- Print your **official ASIP report**.
- Identify other sources of information - Points of Contact at Major Units on your locations, POCs for data sources such as SAMAS, TAADS, SORTS, SIDPERS (RC only), etc...
- Identify all tenants on your locations. Use resources such as the post phone book or internal listings of units and tenant organizations to find all tenants.

2. Validate all Tenants Other than Army

- Non-Army Tenants should be your priority since Army organization information is obtained from official sources
- Read the General Information / Help on Tenants other than Army
- Ensure that you account for all organizations and non-Army units.
- Once you have gathered data on non-Army organizations, use your ASIP Edit Domain to **modify** or **create** records for these tenants.
- If Tenant Other Than Army records are outdated or the organization is no longer on your installation you should delete the record.

3. Validate that all Army Tenants are in the report for your location(s)

- Ensure that all units on post are listed in the report.
- Determine if units present represent **undocumented derivatives** of Army units.
- If you identify units not included on your report that should be listed, make sure that the units and organizations you have on post are all listed in the ASIP report. Use the query by UIC function on the main menu of the ASIP interface. **Move** them to your location.
- If portions of Army units are on post, but do not have their own UIC, research their parent unit UIC in preparation for creating undocumented derivatives of Army units. Use the ASIP edit module to **modify** or **create** undocumented derivative Army units.
- If Army units appear on your report and you know them not to be present at your location, you should attempt to determine where they actually are stationed and move them to that location. If you cannot determine their actual location, create a note for the unit explaining that they are not on your installation.

Use the Edit Summary tool to manage your work located on the main menu screen.

Printing Your Edit Domain

Create a Report of All Tenants (Units) in Your Edit Domain

Follow the directions below:

1. From the main screen, click on the **Edit ASIP 2004** tab.
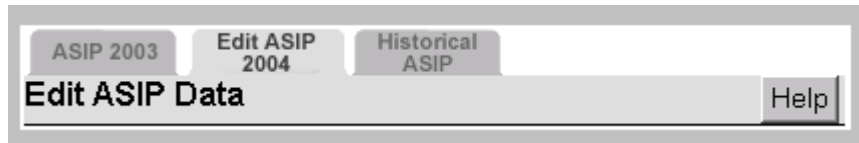
2. Click on the orange **My Edit Domain** button in the **header** of the ASIP website.

3. When the list of stations appears, click on the **Show All Units** link.

Show all Units

4. When the list of UICs appears, click on the **Filters** tab in the upper left of the page.
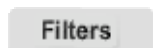
5. In the **Strength Categories** area of the page, click the "Select All" button.

6. **Un-select** the **Tot Pop**, **Tot Mil**, **Tot Civ** check boxes and click the **Apply** button in the upper-right of the page. **Failure to follow this step will result in an error message.**
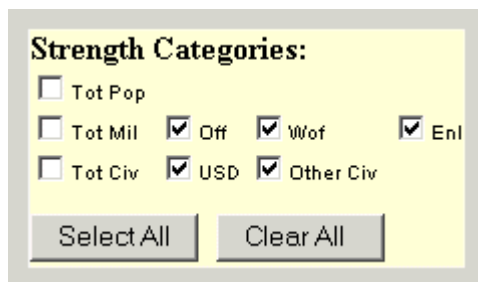
7. When the list of UICs reappears, click the **Report** button in the upper-right corner of the page.

8. Select **ASIP Report Format**.

Choose a Report Format ...

ASIP Report
Will print Unit level results to your query organized by Station, TYPCO and UIC.

Unit List Report
Will print Unit level results to your query organized by TYPCO and UIC, without regard to station.
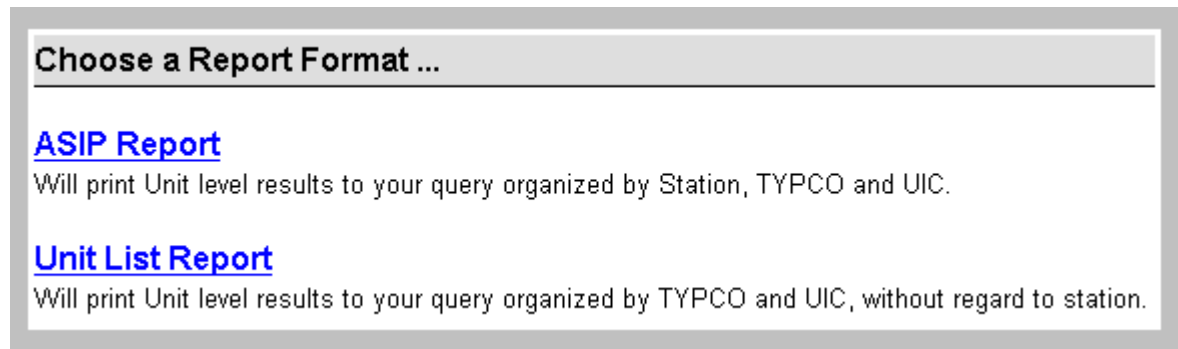
9. You should get a **File Download** dialog.

   If you do not get the dialog box, click on the **Troubleshooting** link in the bottom of the main menu page and click the **Minimum Software Requirements and Required Software Settings** link and follow the instructions for configuration of Adobe Acrobat. Click on the "Report" button again.

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

   File name: rwcgi60.pdf

   File type: Adobe Acrobat Document

   From: asip.hqda.pentagon.mil

Would you like to open the file or save it to your computer?

[Open] [Save] [Cancel] [More Info]

☑ Always ask before opening this type of file

10. Choose the **Save** button.

11. In the **Save As** dialog, make the following choices:
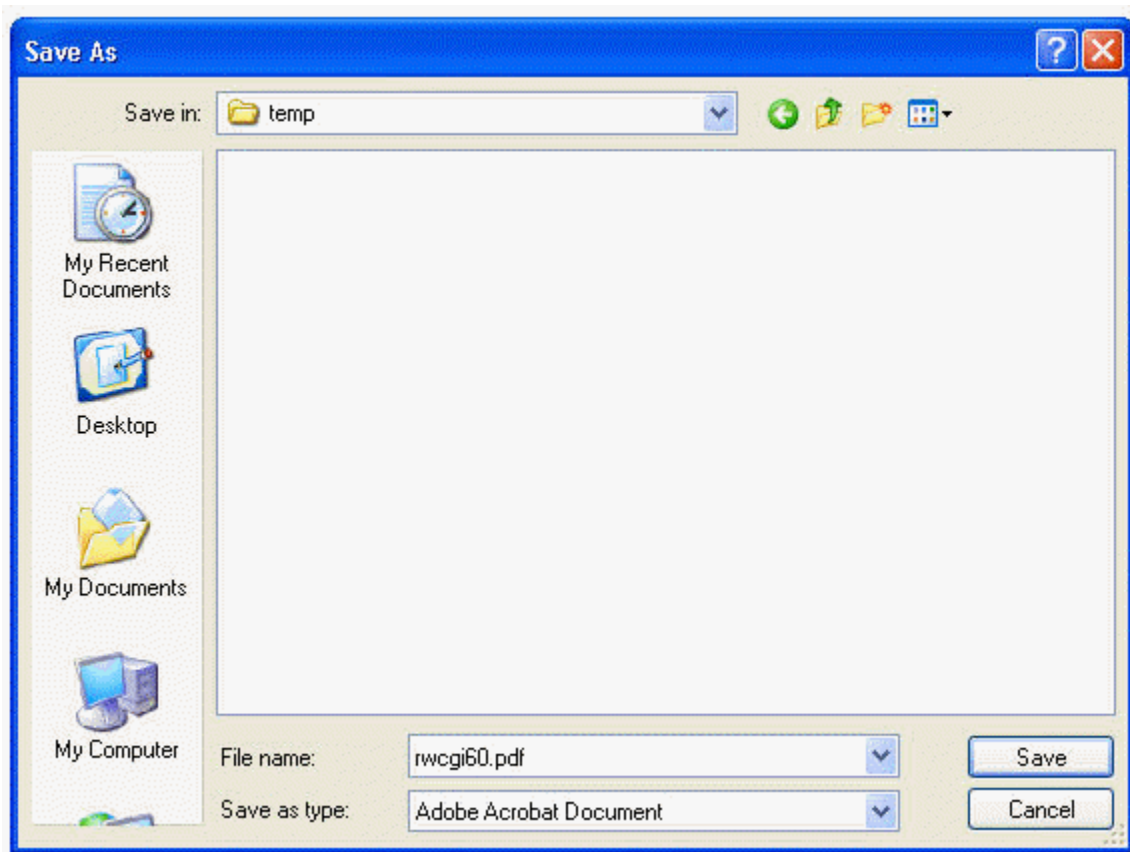
   a. In the **Save in:** drop-down, choose the location you wish to save the file. (Remember or write-down the location)

   b. In the **File name:** text box, replace the default file name with a meaningful file name and then click the **Save** button

12. Using **Windows Explorer**, navigate to the location of the saved file and double-click the file.

13. **Adobe Acrobat** should launch and open the file.

14. Print the PDF and use that as your baseline.

Unit Edit Functions of the ASIP Main Menu

The Edit Summary

Use the Edit Summary screen to help you manage your work. You are not required to use the tool to manage your work, but it is supplied as a way to track your work to ensure that you have reviewed the units you are responsible for.

Clicking on the Edit Summary link from the main menu will bring you a screen as shown below:

Edit Domain Summary

37099 - FORT BRAGG

Strength Categories	Number of Units
Total Number of Units In your Edit Domain	764
Not Reviewed	749
Reviewed Units Sub Total	26
Reviewed and unchanged	5
Reviewed and Changed	17
Changes Submitted	16
My Domain	12
Others Domain	4
Changes Saved(Not Yet Submitted)	8
My Domain	7
Others Domain	1

When you begin editing the ASIP, the total number of units in your edit domain and the total number of units not reviewed will be the same. If you choose to use the tool to manage your work, you should mark all units that you plan to make no changes to as reviewed. Units that you do plan to make changes to will automatically be marked as reviewed when you change them.

When you have worked the number of "Not Reviewed" units down to zero, you will then know that you have completed your updates for the ASIP.

The Edit Domain Summary display above shows the number of units in each of five categories. The fifth category has subtotals that are "rolled" into it.

1. **Total Number of Units in your Edit Domain:** This total shows a count of all units on locations that you are responsible for. For example, if you are the ASIP POC for Fort Bragg, the total number of ASIP unit records for units located on the base Fort Bragg will be displayed here.
2. **Total Number of Units - Not Reviewed:** This represents the number of units on your locations that have not been changed and have not been marked as **reviewed**.
3. **Total Number of Units - Reviewed:** This represents the number of units on your locations that have been **reviewed** or have saved or submitted changes.
4. **Reviewed and Unchanged:** This represents the number of units that have been marked as **reviewed**, but not changed.
5. **Reviewed and Changed (subtotals):** This is the total number of submitted and un-submitted changes.
    1. **Changes Submitted:** This number represents the number of units with changes that have been submitted to your approval chain. These units may not be modified any further.
        - **My Domain and Others Domain:** This represents the number of units that have been moved or changed within the editor's domain and the number of units that have been moved outside of it.
    2. **Changes Saved - Not Yet Submitted:** This number represents the number of units with changes that you have saved (and not yet submitted). These changes will not be available to your approval chain until you have submitted them.
        - **My Domain and Others Domain:** This represents the number of units that have been moved or changed within the editor's domain and the number of units that have been moved outside of it.

Clicking on any highlighted link will allow you to navigate to the unit listing of the number of units selected.

For example, if you are the ASIP POC for an Army base such as Fort Bragg, you can navigate to a unit listing of the stations that make up base Fort Bragg. If you are the Southeast IMA Region POC you can navigate to a unit listing of the Army bases and stations that your major command is responsible for.

The unit listing screen is where you can modify and/or relocate a **UNIT**, its **STATIONING**, and its **STRENGTH** data. They are discussed below.

(I). Click **Modify / Relocate (UNITS, STATIONING, STRENGTH)** to modify and relocate a unit.

(II). Click **Delete Units** to delete a unit.

(III). Click **Marking units as Reviewed** to review a unit.

(I). Modify / Relocate (UNITS, STATIONING, STRENGTH)

To modify and/or relocate a unit, you first need to locate that unit and display it in a unit listing.   The most common approach to creating a unit listing is to navigate to it by using the **My Edit Domain button.**   You can also use the **Edit Summary** selection on the main menu to accomplish this as well. Using the Edit Summary link will show the listings of units that you are responsible for at your locations.

The unit listing screen will look similar to the one shown below.

5 Steps to Modify and/or Relocate a UNIT

Step 1. Display the selected UNIT details window.

- Press the **My Edit Domain button** to generate your unit listing.   You can also use the **Edit Summary** selection on the main menu to accomplish this as well.
- Click on the unit you desire to modify in order to pull up its Unit Detail screen. (Refer to the arrow next to the Review UIC column in the display above).   In this example, the unit selected is the @0U301.

The **Unit Detail screen** appears. It will look similar to the example below.

Note 1: **(Initial Record Change)** If this is the initial record change, the screen will be very similar to the display **above**.   The major buttons are the Edit / Notes, the Delete, and the Close and Refresh Unit List. The Edit / Notes and the Close and Refresh Unit List buttons are discussed in steps 2 through 5 below. The **Delete button** is discussed in the next section under **Delete a Unit**.

Note 2: **(Non-Initial Record Change)** However, if this is NOT the initial record change, the buttons on the screen will be very similar to the display **below**. Notice the three new buttons in the center. These buttons will allow the user revert a unit back to its previous state (Revert Unit), submit a unit (Submit), or save a unit (Saved Units).   Using these new buttons will not result in the generation of a new screen as all of the processing will be completed on the same screen. Also, notice that the checkbox for This UNIT has been REVIEWED is checked to indicate its status.

Step 2. Display the revisable UNIT details window.

- Click the **Edit / Notes** button. The **Unit Edit screen** will be displayed.

The **Unit Edit screen** will look similar to the example below:

Step 3. Enter new, updated data on the UNIT.

There are three general modifications that you can make to a unit. A note segment is also provided for additional comments.

The following explains the modifications or edits to a unit listing screen:

- <u>**(A). Edit UNDES (Unit Information)**</u>
- <u>**(B). Edit STATIONING (Change location)**</u> of a unit in Fiscal Years that the unit exists
- <u>**(C). Edit STRENGTH Information**</u>
- <u>**(D). You May Enter Note:**</u>

(<u>A). To Edit UNDES (Unit Information):</u>

Unit information fields that you are authorized to edit are displayed as textboxes. You may edit this information by typing the new value into the text box.

Generally, the unit description will be editable for tenants other than Army. Fields that are not editable come from official Army sources and must be changed in the source documents in order to be properly displayed in the ASIP report.

Do not attempt to edit **COMPO, TYPCO, ASGMT, SERVICE, CCNUM, TPSN, SRC, MDEP, or SOURCE**. These fields are always in "display only" mode and come from **SAMAS** and **TAADS**. The only way to alter these codes is to contact the **SAMAS** and **TAADS** documenters for the unit.

Please consult with the ASIP team if you wish to add or change **Activation/Inactivation** information for a unit.

(B). To Edit STATIONING (Change location):

To move a unit, you must first understand that the ASIP report shows the location of a given unit at the end of each fiscal year in the report that the unit exists. The location of a unit in the ASIP always reflects the **home station** of the unit. **Deployments and Operations** in which the unit is involved should not be reflected in ASIP data. In order to change the location of a unit, Click on the button displaying the Station Code (STACO) for any year the unit exists.

The following rules apply to moving a unit

- You can move a unit between any two stations that you are responsible for.

Press the 37099 button for the appropriate fiscal year.

This will bring up the **Find a Station** window.

In Fy 2005 Move Unit from Station: (37099)

(Choose ONE Location type to query)

Station: STACO: [   ] (5 characters) GO
or Station Name: [   ] Search

Base: BASCO: [   ] (5 characters) GO
or Base Name: [   ] Search

Cancel   Editor Help

- **Station Selections:**
  - Staco: You may select a station by typing in the Station Code of the installation.
  - Station Name: You may select a station by typing in the full or partial name of the installation.
- **Base Selections:**
  - Basco: You may query by typing in the Base Code of the installation.
  - Base Name: You may query by typing in the fill or partial name of the base.
- Click the **Go** or **Search** button next to the text box in which you have entered information. The **Go** button will work only if there is information in the STACO or BASCO field. The same is true for the **Search** button. The button will work only if there is information in the Station Name or Base Name field.

This will bring up the **Choose a Station** window:

In Fy 2005 Move Unit From Station:(37099)

☐ SINGLE YEAR CHANGE

To Station: FORT BRAGG USARC (AT-3872) - (3709M) ▾
(Select from Drop-Down or type 1st letter)

[Select] [Cancel] [Editor Help]

- Pull down the drop down list to select the desired station from the list of those returned by your entries on the previous screen. If you chose a base in the previous screen there will be multiple entries on this screen.
- If this move is temporary or you wish to manually enter locations for the unit in subsequent years, click the **Single Year Change** checkbox.
- Click the Select button.

The move will be indicated in the **Unit Edit Screen** by a new STACO in the location button and a red, crossed out staco below it. Move the mouse over the button or crossed out information to display the station name as shown below.

(C). To Edit STENGTH Information:

- **Strength:** Enter new strength in the fiscal years that the unit exists.

- o **Strength Carries through all subsequent years:** The strength will automatically carry on through the out years for any entry. You may prevent this from happening by using the **Single Year Change** checkbox.
- **Driving Parents Negative:** The website will not allow you to enter more strength in the derivatives than exists in the parent. If you enter a number greater than the parent's strength for a strength category (OFF, WOF, ENL, USD, OTH) in any Fiscal Year, you will receive an error message.
- **Editing Out Year strength for TAADS derivatives: Out Years** are defined as the **Fiscal Years** after that of the **EDATE** of the unit displayed in ASIP. A derivative that is documented in TAADS has HQDA authorized strength levels defined in the current year and the next one or two years (depending on the time of year you are editing). You cannot contradict the TAADS documents in a documented year. You may alter the strength in the "out years."

Additional information on STRENGTH: Rules for Editing ASIP Strengths

The table below shows the strength categories that may be edited based on the unit type (TYPCO) and the first two characters   source of the unit record (SOURCE). (Example: For a unit with SOURCE code "SMS" in ASIP see the records with "SM" in the SOURCE column in the table below)

- **Y = You may edit this information. For Army Units** you are always restricted by the total strength of the parent. You may never "drive the parent negative" by placing more strength in the derivatives of a unit than are authorized in SAMAS.
- **N = You may not edit this information directly** either because the unit is a SAMAS Parent or because the strength category is not authorized for the unit type (Example: There cannot be civilians in an MTOE)
- **O = This information can only be edited in the out years**, or after the last approved TDA or MTOE document for the unit.

TYPCO	SOURCE ASGMT	DESCRIPTION	OFF	WOF	ENL	USD	OTH
1 – MTOE	SM	SAMAS PARENT	N	N	N	N	N
1 – MTOE	TA	TAADS DERIV	O	O	O	N	N
1 – MTOE	SI	SIDPERS DERIV	Y	Y	Y	N	N
1 – MTOE	DA	UNDOC DERIV	Y	Y	Y	N	N
2 - TDA AUG TO MTOE	SM	SAMAS PARENT	N	N	N	N	N
2 - TDA AUG TO MTOE	TA	TAADS DERIV	O	O	O	O	O
2 - TDA AUG TO MTOE	SI	SIDPERS DERIV	Y	Y	Y	N	N
2 - TDA AUG TO MTOE	DA	UNDOC DERIV	Y	Y	Y	Y	Y
3 – TDA	SM	SAMAS PARENT	N	N	N	N	N
3 – TDA	TA	TAADS DERIV	O	O	O	O	O
3 – TDA	SI	SIDPERS DERIV	Y	Y	Y	N	N
3 – TDA	DA	UNDOC DERIV	Y	Y	Y	Y	Y
4 - PCS STUDENTS	AT	ATRRS SCHOOL	N	N	N	N	N

4 - PCS STUDENTS	DA		PHASE II MED	Y	Y	Y	Y	N
5 - TDY STUDENTS	AT		ATRRS SCHOOL	N	N	N	N	N
5 - TDY STUDENTS	DA		PHASE II MED	Y	Y	Y	Y	N
6 - TRAINEES	AT		ATRRS TRAINEES	N	N	N	N	N
A - OTHER TENENTS	DA	AX	AAFES	Y	Y	Y	Y	Y
A - OTHER TENENTS	DA	BA	BANK	N	N	N	N	Y
A - OTHER TENENTS	DA	CL	COLLEGE	N	N	N	N	Y
A - OTHER TENENTS	DA	CN	CONCESSION	N	N	N	N	Y
A - OTHER TENENTS	DA	CU	CREDIT UNION	N	N	N	N	Y
A - OTHER TENENTS	DA	DF	DOD AGY	Y	Y	Y	Y	Y
A - OTHER TENENTS	DA	DL	DLA	Y	Y	Y	Y	Y
A - OTHER TENENTS	DA	FG	FOREIGN GVT	Y	Y	Y	N	Y
A - OTHER TENENTS	DA	NF	NON-APPROPRIATED FUND	N	N	N	N	Y
A - OTHER TENENTS	DA	NP	STARS AND STRIPES	N	N	N	N	Y
A - OTHER TENENTS	DA	PS	POSTAL	N	N	N	Y	Y
A - OTHER TENENTS	DA	RX	RED CROSS	N	N	N	N	Y
A - OTHER TENENTS	DA	SL	ST/LOCAL GVT	N	N	N	N	Y
A - OTHER TENENTS	DA	TH	OTHER ACTIVS	Y	Y	Y	Y	Y
A - OTHER TENENTS	DA	TR	TRAVEL OFC	N	N	N	N	Y
A - OTHER TENENTS	DA	UG	US GOVT OTH	N	N	N	Y	Y
A - OTHER TENENTS	DA	US	USO	N	N	N	N	Y
A - OTHER TENENTS	DA	UT	COMMERCIAL	N	N	N	N	Y
A - OTHER TENENTS	DA	Z7	AFRC	N	N	N	N	Y
A - OTHER TENENTS	DA	ZZ	ALL OTHERS	Y	Y	Y	Y	Y
C - CONTRACTORS	DA	CM	CONTRACTORS	N	N	N	N	Y
F - FTS RESERVE	SM		FTS PARENTS	N	N	N	N	N
F - FTS RESERVE	TA		FTS RESERVE DET	N	N	N	Y	N
F - FTS RESERVE	DA		UNDOC DERIV	N	N	N	Y	N
G - FTS GUARD	SM		FTS PARENTS	N	N	N	N	N
G - FTS GUARD	DA		UNDOC DERIV	N	N	N	Y	N
H - AGR RESERVE	TA		AGR RESERVE	Y	Y	Y	N	N
H - AGR RESERVE	DA		UNDOC DERIV	Y	Y	Y	N	N
J - AGR GUARD	TA		AGR GUARD	Y	Y	Y	N	N
J - AGR GUARD	DA		UNDOC DERIV	Y	Y	Y	N	N
K - KATUSA	SM		KATUSA PARENT	N	N	N	N	N
K - KATUSA	DA		UNDOC DERIV (TOTA)	Y	Y	Y	N	Y
N - NON-ADDITIVE	TA		NON-ADD	Y	Y	Y	Y	Y
N - NON-ADDITIVE	DA		UNDOC DERIV	Y	Y	Y	Y	Y
S - OTHER SERVICES	DA	AF	AIR FORCE	Y	Y	Y	Y	Y
S - OTHER SERVICES	DA	CG	COAST GUARD	Y	Y	Y	Y	Y
S - OTHER SERVICES	DA	MR	MARINE CORPS	Y	Y	Y	Y	Y
S - OTHER SERVICES	DA	NA	NAVY	Y	Y	Y	Y	Y
W - USACE CIVIL WORKS	SM		CIVIL WORKS PARENTS	N	N	N	N	N
W - USACE CIVIL WORKS	TA		CIVIL WORKS	Y	Y	Y	Y	N
W - USACE CIVIL WORKS	DA		UNDOC DERIV	Y	Y	Y	Y	N

(D). You May Enter Note:

Notes are a way of communicating information about a unit to your approval authority, IMA Region POC and HQDA ACSIM. You may add a note to any unit in the ASIP system <u>regardless of whether you have entered a change for the unit.</u> (Refer to Note of the **Approval Domain** of the main menu for more information). This note will be visible to all persons in your approval chain. Notes can be up to 200 characters in length.

- Type the note in the Notes textbox prior to submitting your work.

4. Review modified and/or relocated UNIT changes

When you are finished making changes to a unit you can review the changes you made where the red, crossed out text is displayed. Red crossed out text shows the previous values for all the fields you changed while the black text shows the current, edited value.

Step 5. Save or Submit your work.

- **SAVE:** Click the **Save** button to temporarily save your work. You can come back to this UIC later through the unit listing and further modify it or submit it for approval. Saved units do not affect your DELTA report. Saved units will not be visible to your approval chain.
- **SUBMIT:** Click the **Submit** button to send this change to be approved by your IMA Region and/or DA POCs. **When you submit your work for approval, you may not further modify the records.** Contact the ASIP team if you mistakenly submit a change.

UNIT details display of an added Army Undocumented Derivative unit.

Once submitted or saved, the unit detail window will look similar to the example below. This provides confirmation that the unit has been modified and submitted. This information is displayed at the bottom of the screen as well as the note that was entered (You May Enter Note) during the Add a Note process of step 3-D.

UICCC:	DESCRIPTION:						
@0U301	CONTRACTORS BASOPS SUPPORT						
	~~CONTRACTORS BASOPS~~						
COMPO:	TYPCO:	ASGMT:		SERVICE:		CCNUM: TPSN: SRC:	
Z - NON-ARMY	C - CONTRACTORS	CM - CONTRACTORS		Z - NON-DEFENSE			
ACTCO:	EDATE:	SOURCE:					
	20011001	DAI	FORT BRAGG				

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
STATIONING	37099	3709M	3709M	3709M	3709M	3709M	3709M
		~~37099~~	~~37099~~	~~37099~~	~~37099~~	~~37099~~	~~37099~~

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
OFF	0	0	0	0	0	0	0
WOF	0	0	0	0	0	0	0
ENL	0	0	0	0	0	0	0
USD	0	0	0	0	0	0	0
OTH	1000~~3003~~	1000~~3307~~	1000~~3007~~	1000~~3311~~	1000~~3511~~	1000~~3511~~	1000~~3511~~
TOT MIL	0	0	0	0	0	0	0
TOT CIV	1000~~3003~~	1000~~3307~~	1000~~3007~~	1000~~3311~~	1000~~3511~~	1000~~3511~~	1000~~3511~~
TOT POP	1000~~3003~~	1000~~3307~~	1000~~3007~~	1000~~3311~~	1000~~3511~~	1000~~3511~~	1000~~3511~~

Can Not Edit

Can Not DELETE

☑ This UNIT has been REVIEWED.

Unit Modified and Moved

Username	Date	Approval Status	Note
JOHN.DOE	10-FEB-04	Recommended for Approval	THIS IS AN EXAMPLE NOTE FOR THE APPROVER / HQDA ACSIM

[Close and Refresh Unit List]   [Editor Help] [Close]

- Click the **Close** button to close the window without refreshing the unit listing. (This can save you time if you are editing multiple units)
- Click the **Close and Refresh Unit Listing** button to close the window and make your changes immediately visible in the unit listing

Visual Cues in the UNIT Listing

After modifying a unit and refreshing the unit listing for the location at which you placed it, you will see the new unit highlighted in yellow. You will also see the letter 'C' in green for submitted changes or red for un-submitted changes if there was a Unit information or strength change **and** the unit was moved. The letter 'M' will be displayed in green for submitted changes and red for un-submitted changes if there was only a Unit information or strength change.   The letter 'R' will be displayed in green for submitted changes and red for un-submitted changes if there was only a location change.

C	Z	@OU301	CONTRACTORS, BASOPS SUPPORT	37099	TOT POP:	1,000	0	0	0	0	0	0
	Z	@OU302	CONTRACTORS, INTEGRAPH, INC	37099	TOT POP:	12	12	12	12	12	12	12
	Z	@OU303	CONTRACTORS, SAND HILLS UTILITY SERVICES	37099	TOT POP:	12	7	7	7	7	7	7
	Z	@OU304	CONTRACTORS, HONEYWELL, INC	37099	TOT POP:	30	30	30	30	30	30	30

(II). Delete a Unit

- You may delete certain types of units using the ASIP edit module. These include non-Army units on your locations and undocumented derivatives.
- If you are authorized to delete a unit, you will see the delete button in the UNIT details screen as shown below:

UICCC: @0U301	DESCRIPTION: CONTRACTORS BASOPS						
COMPO: Z - NON-ARMY	TYPCO: C - CONTRACTORS	ASGMT: CM - CONTRACTORS		SERVICE: Z - NON-DEFENSE		CCNUM:	TPSN: SRC:
ACTCO:	EDATE: 20011001	SOURCE: DAI					

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
STATIONING	37099	37099	37099	37099 FORT BRAGG	37099	37099	37099

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
OFF	0	0	0	0	0	0	0
WOF	0	0	0	0	0	0	0
ENL	0	0	0	0	0	0	0
USD	0	0	0	0	0	0	0
OTH	3003	3307	3007	3311	3511	3511	3511
TOT MIL	0	0	0	0	0	0	0
TOT CIV	3003	3307	3007	3311	3511	3511	3511
TOT POP	3003	3307	3007	3311	3511	3511	3511

Edit / Notes   Close and Refresh Unit List

Delete   Editor Help   Close

☐ Check to Mark this UNIT as REVIEWED.

- Click the **Delete** button to delete the UNIT.
- You will be presented with a confirmation message along with a **You May Enter Note** box as shown below.
- **You May Enter Note:**   This is intended to provide additional information to the approver that might be vital to his understanding of your intentions.

You are about to delete the Unit:@0U301. You can save the change now or submit it for approval later.

You May Enter Note: This Base Ops Contractor unit closed in FY 2003.

SAVE   Submit   Cancel   Editor Help

Save or Submit your work.

- **SAVE:** Click the **Save** button to temporarily save your work. You can come back to this UIC later through the unit listing screen and further modify it or submit the changes for approval. Saved units do not affect your DELTA report. Saved units will not be visible to your approval chain.
- **SUBMIT:** Click the **Submit** button to send this change to be approved by your IMA Region and/or DA POCs. **When you submit your work for approval, you may not further modify the records.** Contact the ASIP team if you mistakenly submit a change.
- Click **Submit** to complete the submission process.

UNIT details display of a deleted unit

Once submitted or saved, the UNIT details window will look similar to the example below. The strength is zero'd out for display purposes for the users to see. The bottom of the screen provides a summary of information involving the Username, the Date it was submitted, the Approval Status, and the Note that was entered.

UICCC: @0U301	DESCRIPTION: CONTRACTORS BASOPS						
COMPO: Z - NON-ARMY	TYPCO: C - CONTRACTORS	ASGMT: CM - CONTRACTORS		SERVICE: Z - NON-DEFENSE		CCNUM:	TPSN: SRC:
ACTCO:	EDATE: 20011001	SOURCE: DAI					

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
STATIONING	37099	37099	37099	37099	37099	37099	37099

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
OFF	0	0	0	0	0	0	0
WOF	0	0	0	0	0	0	0
ENL	0	0	0	0	0	0	0
USD	0	0	0	0	0	0	0
OTH	0 3003	0 3007	0 3007	0 3311	0 3511	0 3511	0 3511
TOT MIL	0	0	0	0	0	0	0
TOT CIV	0 3003	0 3007	0 3007	0 3311	0 3511	0 3511	0 3511
TOT POP	0 3003	0 3007	0 3007	0 3311	0 3511	0 3511	0 3511

Can Not Edit   Close and Refresh Unit List

DELETED   Editor Help   Close

☑ This UNIT has been REVIEWED.

Unit Deleted

Username	Date	Approval Status	Note
JOHN.DOE-2	11-FEB-04	Recommended for Approval	THIS BASE OPS CONTRACTOR UNIT CLOSED IN FY 2003.

- Click the **Close** button to close the window without refreshing the unit listing. (This can save you time if you are editing multiple units)
- Click the **Close and Refresh Unit Listing** button to close the window and make your changes immediately visible in the unit listing

Visual Cues in the UNIT Listing

After deleting a unit and refreshing the unit listing for the location at which you deleted it, you will see the deleted unit highlighted in yellow. You will also see the letter 'D' in green for submitted changes and red for un-submitted changes. You will also see zero strength for the unit in all Fiscal Years.

D	Z	@OU301	CONTRACTORS, BASOPS	37099	TOT POP:	0	0	0	0	0	0	0
	Z	@OU302	CONTRACTORS, INTEGRAPH, INC	37099	TOT POP:	12	12	12	12	12	12	12
	Z	@OU303	CONTRACTORS, SAND HILLS UTILITY SERVICES	37099	TOT POP:	12	7	7	7	7	7	7

(III). Marking Units as Reviewed

The ASIP Edit Domain module allows you to track your work by marking units as **Reviewed**. You can use the review checkboxes in conjunction with the **Edit Summary** to ensure that you have looked at each unit in your domain. If you look at a unit and decide that no changes are needed, you can click the reviewed checkbox. In the future, if you come back to this unit, the checkbox will indicate to you that no further changes are needed for that unit. **Saving or submitting a change for a unit automatically marks the unit as reviewed.**

The **Review UIC** column has a **checkbox** next to every unit in the unit listing as shown below.

Review UIC			Description	STACO									
Page 1 of 28													
MTOE													
☐	1	WA0WAA	0018 FA HHB BDE	37099	TOT POP:	110	108	108	108	108	108	108
P/C	1	WA4PAA	0051 SC BN CORPS AREA MSE	37099	TOT POP:	0	0	0	0	0	0	0
☐												
P/C	1	WA4PA0	0051 SC BN CORPS AREA MSE, CO A	37099	TOT POP:	133	133	132	132	132	132	132
☐												
P/C	1	WA4PA1	0051 SC BN CORPS AREA MSE, CO A	37099	TOT POP:	6	6	6	6	6	6	6
A												
☐												
P/C	1	WA4PB0	0051 SC BN CORPS AREA MSE, CO B	37099	TOT POP:	139	139	138	138	138	138	138
☐												
P/C	1	WA4PC0	0051 SC BN CORPS AREA MSE, CO C	37099	TOT POP:	108	108	105	105	105	105	105
☐												
P/C	1	WA4PD0	0051 SC BN CORPS AREA MSE, CO D	37099	TOT POP:	181	181	181	181	181	181	181
☐												
P/C	1	WA4PT0	0051 SC BN CORPS AREA MSE, HHC	37099	TOT POP:	93	93	93	93	93	93	93
☐												
P/C	1	WA4RAA	0050 SC BN CORPS AREA ABN MSE	37099	TOT POP:	0	0	0	0	0	0	0

Click the **Review checkbox** to mark the unit as reviewed. Remember, there is one more step to record the review status of all units on the current page. This is shown next.

P/C	1 WA6GA5	0129 AG CO MOD POSTAL 3/1, POSTAL OPS PLT	37099	TOT POP:	0	18	18	18	18	18	18
☑											
P/C	1 WA6GT1	0129 AG CO MOD POSTAL 3/1, HQ	37099	TOT POP:	5	0	0	0	0	0	0
☐											
P/C	1 WA77AA	0313 MI BN 082 ID ABN	37099	TOT POP:	0	0	0	0	0	0	0
☐											
P/C	1 WA77A0	0313 MI BN 082 ID ABN, CO A	37099	TOT POP:	41	46	62	62	62	62	62
☑											
P/C	1 WA77B0	0313 MI BN 082 ID ABN, CO B	37099	TOT POP:	41	46	62	62	62	62	62
☑											
P/C	1 WA77C0	0313 MI BN 082 ID ABN, CO C	37099	TOT POP:	41	36	52	52	52	52	52
☑											

Next Page   Page 1 of 28

Mark all UNITS as Reviewed

Clear Review status for all UNITS

Submit Review status changes

General Info/Help   What's New   Troubleshooting   Screen/Procedure Help   Definitions   ASIP POCs   Feedback

- The **Mark all UNITS as Reviewed** button will mark all units on the **current page** of the unit listing as reviewed.
- The **Clear Review status for all UNITS** button clears the review status changes for all units (except the changed units) on the **current page** of the unit listing.
- The **Submit Review status changes** button records the review status of all units on the **current page** of a unit listing.

| Unit Detail for UIC:WA4PAA | | | | | | Report | Edate Detail | Help |

UICCC:	DESCRIPTION:							
WA4PAA	51 SC BN CORPS AREA MSE							

COMPO:	TYPCO:	ASGMT:		SERVICE:	CCNUM:	TPSN:	SRC:	
1 - ACTIVE	1 - MTOE	FC - FORSCOM		A - ARMY	FC0105	31108	*11435L200100	

ACTCO:	EDATE:	SOURCE:
U	20041016	SMSTAD

		FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
	STATIONING	37099	37099	37099	37099	37099	37099	37099

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
OFF	0	0	0	4 0	4 0	4 0	4 0
WOF	0	0	0	0	0	0	0
ENL	0	0	0	0	0	0	0
USD	0	0	0	0	0	0	0
OTH	0	0	0	0	0	0	0
TOT MIL	0	0	0	4 0	4 0	4 0	4 0
TOT CIV	0	0	0	0	0	0	0
TOT POP	0	0	0	4 0	4 0	4 0	4 0

Move / Notes		Close and Refresh Unit List
Can Not DELETE		Editor Help Close
☐ Check to Mark this UNIT as REVIEWED.		

The review status can also be updated in the Unit Detail view as shown above.
To mark a unit as reviewed, click the reviewed checkbox.

☐ Check to Mark this UNIT as REVIEWED.

When you refresh the unit list screen, you will see the updated review status.

The DELTA REPORT   (Edit Report for a Base/POC)

The DELTA report is created for ASIP base POCs to reflect the total impact of their changes submitted to ASIP as well as the total impact of all other data source changes. It shows all of the changes inputted for an Army base by that base's ASIP POC. Additionally, it shows all of the changes made to the ASIP data since the previous ASIP lock.

During the annual edit cycle, these data changes come from ATRSS, ARNG and USAR SIDPERS (TAP-DB), and SORTS. After the data from the initial ASIP edit window has been applied, and ACSIM has received the annual force lock (usually in June), the ASIP edit window is re-opened. At this time, the DELTA report will show the impact of the new data from the SAMAS and TAADS databases.

- To product a Delta Report, click on the **DELTA REPORT** link under the Unit Edit Functions of the **ASIP Main Menu**.

This will bring up the DELTA Report selection screen as shown below.

The screen has two parts that consists of:

- **Changes since last Published ASIP** - This part allows you to generate an ASIP report so that you can compare your currently submitted changes to that of the last year ASIP report. It has a drop-down list that shows all of the Base/POC combinations in your approval domain. If you are a Base POC you will only see the bases that you are responsible for. If you are a IMA Region POC, you will see all the bases in your IMA Region.
- **Changes since last Edit Cycle** - This part is exactly the same as the first part except that its DELTA report is based on the last Edit cycle (usually in April). This selection will only be **visable** during that time period.

Select the desired Edit Baseline of the ASIP report. Next, select the Base/POC from one of the drop-down lists and click the **GO** button.

The DELTA Report may take a minute to generate and transmit. Please be patient. When the DELTA report is ready, you will see the message below asking if you wish to open or save the file.

- Click the **Open** button to open the file.
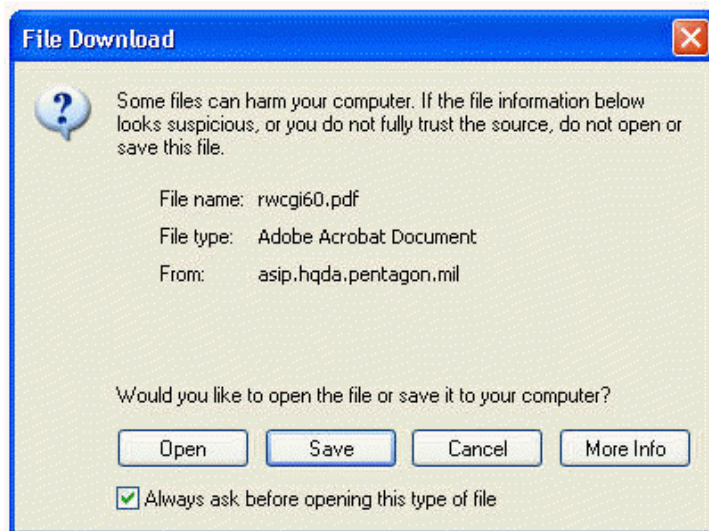
 This will launch the file in the Adobe Acrobat Reader format. If the Adobe Acrobat Reader does not open, see the **minimum software requirements and configuration notes** for information about configuring the software.

The file is now open and is ready for review. In the example above, the undocumented derivative **WA4PA1** has been created by the Fort Bragg ASIP POC. This change also made a side effect record for it's parent, **WA4PA0**. As you can see, the 6 authorizations for **WA4PA1** have been decremented from **WA4PA0**. (This is not a practical example as you should not create undocumented derivatives at the same station as their parents)

Records in the DELTA Report that do not have data in the **Originator** (arrow) field represent changes in source data between the previous FY ASIP lock and the present.

Notes are shown below the change records when they have been entered at the time of submission.

Many records in the DELTA report will show zero strength changes for all strength categories and all years. This indicates that there is a **difference in the header information** for the record. These changes can be checked by comparing the DELTA report record to a unit listing printed out from the locked ASIP data.

Your Approval Domain   (Approving ASIP Change Records)

- **The Approval Domain**
- **Approving / Declining Change Records**
- **Finding contact information for Submitters and Approvers**
- **Conflicts**
- **Notes**

The Approval Domain

If you are a IMA Region POC (Also referred to as an Approver), you will see the Approval Domain link (arrow below) under the Edit Functions of the ASIP Main Menu:

- Click the **Approval Domain** link to go to the Approval Domain.

The Approval (Domain) Summary list shown above is the change records sent to you by the ASIP editors. Remember that the owning IMA Region of the station or base on which the change occurs determines the Approval chain for the change record. For example: If a change is entered for a unit on Fort Bragg, the Southeast IMA Region POC will process the change. In the event that a unit move from one IMA Region to another, the losing IMA Region will process the change.

The listing shows all changes that you are responsible for processing. In the **Choose a Change Type section**, you can only check one box.   Click on the Apply button to display only those units meeting the selection criteria.   Under the **IMA Region section**, multiple IMA Regions will be displayed if there are moves

to or from those locations onto your IMA Region location. The rest of the screen consists of six columns of information. The following explains those columns:

- **Drill To =>**   -Clicking on a number in the Drill To column (which is really drilling down) will bring up different locations in the selected IMA Region. Only the locations with changes will be **visible** in your list.
- **Not Processed** -Clicking on a number in the Not Processed column will bring you a listing of unprocessed work.
- **Pending**   -Clicking on a number in the Pending column will bring you a listing of work that is in the process of being completed.
- **Approved** -Clicking on a number in the Approved column will bring you a listing of your earlier Approved work.
- **Declined** -Clicking on a number in the Declined column will bring you a listing of your earlier Declined work.
- **Total** -This is a "non-clickable" column that provides a counter for the other five columns.

Approving / Declining Change Records

Clicking on any of the above five columns will bring you to an **Approval/Decline List** as shown below.

The **Approve/Decline List** is where you can process change records at your level. In this case, the Approver is Fred.Dorsey.   He has the capability to process multiple records at once on this screen (See the caution below) or he can process change records one at a time.

It is highly recommended that you review the change detail for every change record before you approve the units. You are responsible for Quality Control of the approval process.

The following explains the revise-able parts of the Approve/Decline List:

- Check the **Approved** checkbox (upper left corner) to **approve** change records. Click the **Submit** button for the action to take affect.
- Check the **Pending** checkbox (upper left corner) to **indicate that you have reviewed the change but need further research before approving the record.**   Click the **Submit** button for the action to take affect.
- Clicking the **UICCC** link will perform a sort based on this column
- Clicking the **STACO - (Station Name)** link will perform a sort based on this column
- Clicking **Change Type** link will perform a sort based on this column
- Clicking the **Change POC** link will display all notes and actions that have been made or taken on this record.
- Clicking the **Select all for Approval** and the **Clear selected Approval** buttons to check all of the records for approval or to clear them from the approval status. In this way you can approve and clear many records at once.
- Clicking the **Submit** button will process the desired selections
- Clicking the **Return to Approval Summary** button will take you back to the The Approval (Domain) Summary list.

UICCC link (Unit Details screen)

Clicking on a unit identification code (arrow in display above) under the **UICCC** column will show the unit change details that the submitter has requested to be approved. In this example, the unit identification code is W77802.

UICCC: W77802	DESCRIPTION: W778 DET TNG SITE DET FORT MCCLELLAN TNG CTR						
COMPO: 2 - NATIONAL GUARD	TYPCO: 3 - TDA	ASGMT: NG - NATIONAL GUARD			SERVICE: A - ARMY	CCNUM:	TPSN: SRC: 56751
ACTCO:	EDATE: 20021201	SOURCE: TAD	Parent UIC: W778AA				

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
STATIONING	01567	01567	01567	37099	37099	37099	37099
				01567	01567	01567	01567

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
OFF	6	6	6	6	6	6	6
WOF	1	1	1	1	1	1	1
ENL	24	24	24	24	24	24	24
USD	0	0	0	0	0	0	0
OTH	0	0	0	0	0	0	0
TOT MIL	31	31	31	31	31	31	31
TOT CIV	0	0	0	0	0	0	0
TOT POP	31	31	31	31	31	31	31

You May Enter Note:

☐ Check to Mark this UNIT as Pending.

[Approve] [Decline] [Approval Help] [Close]

Unit Relocated

| Username	Date	Approval Status	Note
SAM.BENSON	11-FEB-04	Recommended for Approval	

As this above example shows, the unit has been moved.   This screen will be identical to the Edit unit detail screen except that at the bottom of the screen, there will be a **Username** column, a **Date** column, an **Approval Status** column, and a **Note** column. (Refer to the **Modify / Relocate (UNITS, STATIONING, STRENGTH)** for a review of the Edit unit details screen under the My Edit Domain button or the Edit Summary on the main menu). These columns are displayed as an audit trail for the submitter and for all of the approvers. Approvals and declines can be made from this screen as well as from the Approve/Decline List that was previously discussed.

The following explains the revise-able parts of the Unit Details screen:

- **You May Enter Note:** Type comments you may have on the decision to approve or decline a unit.
- Check the checkbox **"Check to Mark this UNIT as Pending"** if there is ongoing research on the unit.
- Click the **Approve** button to approve the change record.
- Click the **Decline** button to Decline the change record.
- Click the **Approval Help** button for additional guidance on this process.
- Click the **Close** button to close this window without taking action.
- Click the **Username** for contact information of the submitters and approvers (below).

Finding contact information for Submitters and Approvers

- Click the **Username** at the bottom of the **Unit Details** screen for contact information for submitters and approvers.
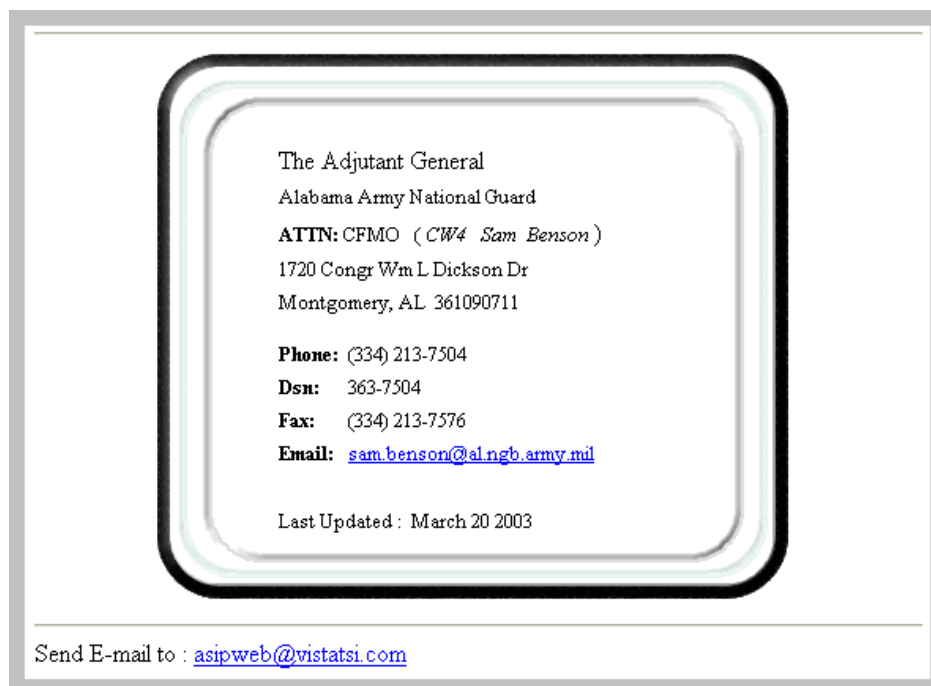
The example above is the contact information for a submitter or approver. This is identical to the information available through the **ASIP POC** link at the bottom of the ASIP website.

- Click the **Email link** to send email to the submitter or approver.

Conflicts

Conflicts are caused by four situations:

- A change for the same UIC has already been submitted.
- The parent of this unit is driven negative by two or more change submissions by at least two different editors (individual editors are not allowed to drive a parent unit negative).
- There is a change record already approved for the parent unit of the unit modified by this change record.
- An exception already exists for this family of units at the time of submission.

In the **Approve / Decline List**, you will see a visual cue indicating that if you approve a record it will cause a conflict. When you see this indicator (letter c in red), you should do some research to determine why the conflict will be generated. You may not be able to take action to resolve the conflict at your level, but you may decline the unit or advise the HQDA ACSIM approver how to resolve the conflict. Please contact the ASIP team at asipweb@vistatsi.com if you have questions about conflicts.

| C ☐ ☐ P/C W77802 | W778 DET TNG SITE DET FORT MCCLELLAN TNG CTR | 37099 - (FORT BRAGG) | Unit Move | SAM.BENSON |
| ☐ ☐ G19119 | MP HHD BN | 3709M - (FORT BRAGG USARC (AT-3872)) | Unit Move | SAM.BENSON |

If you see a message similar to the one below when approving changes, you have approved a change that created a conflict. A message similar to below will appear after you click the **Submit** button.

```
Conflicting Approval
There is a conflict for UICCC W77802 or family of this UICCC.
Same UIC has been already approved.
Your change will be processed by DA. You do not need to resubmit this uiccc again.
Click on the link to Go back to Your Approval Domain
```

There is no need to attempt to re-submit the change record. This will only create multiple redundant conflicting change records.

All conflicts are resolved at the HQDA ACSIM level. Conflicting changes are not visible to interim approvers levels between the point of conflict and HQDA ACSIM.

Notes

Submitters may input notes or comments for any unit in the ASIP.   If the note is included with a change to the record, then we refer to it as a **Change with Notes**. **Changes with Notes** are approved and declined in the **Approval Domain.**

If the note is not tied to a change in a record, we then refer to it simply as a **Note**.   **Notes** are not approved or declined in the Approval Domain.   However, they do appear in the **Approval Domain,** but under a somewhat different view. (See display below)   Instead of approving and declining notes, the Approver has the option to **Forward the Note** or **Terminate the Note**. **Forwarding** the **Note** will send it up the approval chain for consideration by the IMA Region and HQDA ACSIM Approvers. **Terminating** the **Note** will not allow the Approvers at higher levels to view the note.

UICCC: WA0WAA	DESCRIPTION: 18 FA HHB BDE						
COMPO: 1 - ACTIVE	TYPCO: 1 - MTOE	ASGMT: FC - FORSCOM		SERVICE: A - ARMY	CCNUM: FC0105	TPSN: 20603	SRC: 06402L100200
ACTCO: X	EDATE: 20041016	SOURCE: SMS					

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
STATIONING	37099	37099	37099	37099	37099	37099	37099

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
OFF	18	18	18	18	18	18	18
WOF	3	3	3	3	3	3	3
ENL	89	87	87	87	87	87	87
USD	0	0	0	0	0	0	0
OTH	0	0	0	0	0	0	0
TOT MIL	110	108	108	108	108	108	108
TOT CIV	0	0	0	0	0	0	0
TOT POP	110	108	108	108	108	108	108

You May Enter Note: [   ]

☐ Check to Mark this UNIT as Pending.   [Forward Note] [Terminate Note] [Approval Help] [Close]

Notes Only for the UIC

Username	Date	Approval Status	Note
FRED.DORSEY	17-FEB-04	Recommended for Approval	THE COMMAND PLAN INCLUDED 10 ADDITIONAL AUTHORIZATIONS FOR OFFICERS.

The following explains what can be done under the **Note** condition:

- **You May Enter Note:** Type additional comments you may have pertaining to the Note.
- Click the **Forward Note** button to make the note visible to approvers at higher level (IMA Region and/or HQDA ACSIM).
- Click the **Terminate Note** button to stop the note's progress up the approval chain. It will not be visible to higher levels.
- Click the **Approval Help** button for additional guidance on this process.
- Click the **Close** button to close this window without taking action.

Status of Submission(s) in My Domain

The Status of Submissions tool allows you to see all changes submitted for your locations, the name of the submitter, the latest approval action taken on the changes, and the name of the Processor.

- Click the **Status of Submission(s)** link (arrow below) in the **ASIP Main Menu** to go to the Status of Submission(s) screen.

- The display below is the Status of Submissions screen.

The Status of Submissions screen above shows a list of all the changes that you have submitted for processing. In the **Choose a Change Type** section, you can only check one box. Click on the Apply button to display only those units meeting the selection criteria. Under the **BASE** column, the My Bases and/or Other Bases will be displayed. If there are changes submitted for any of these bases, they will b displayed on the screen. The rest of the screen consists of three columns of information. The following explains those columns:

- **Drill To =>** -Clicking on a number in the Drill To column (which is really drilling down) will bring up different units in the selected base. Only the locations or units with changes will be **"clickable"** in your list.
- **1st Edit Window** -Clicking on a number in the 1st Edit Window (Main ASIP edit) column will bring you a listing of your submitted work for approval. This window is **before the June SAMAS/TAAD Force lock**
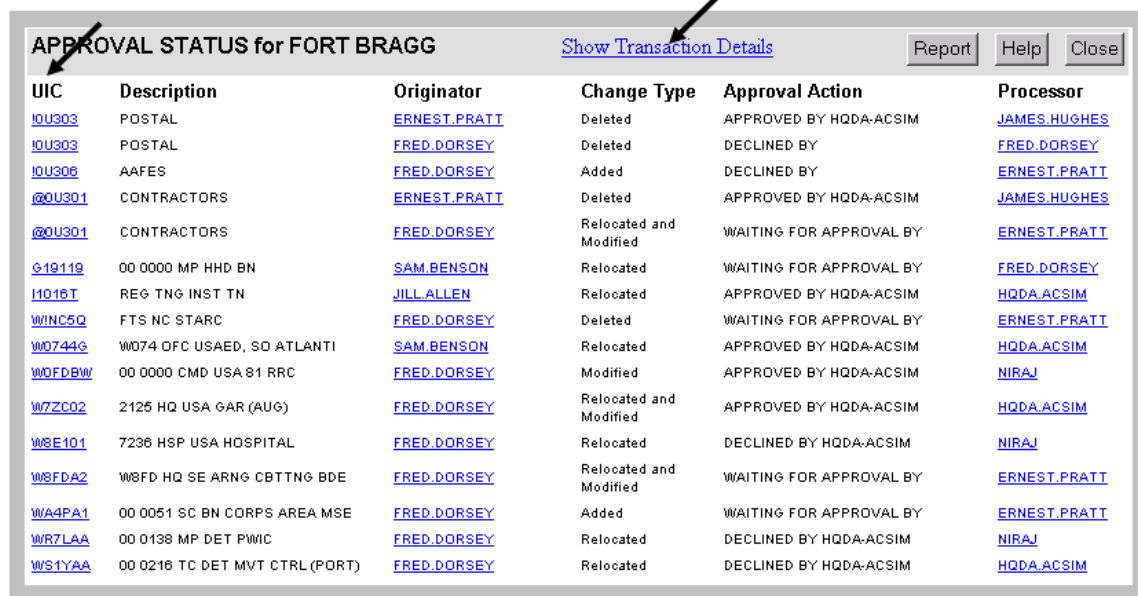
and has a longer time interval for inputted data than that of the 2nd Edit Window.

- **2nd Edit Window** -Clicking on a number in the 2nd Edit Window column will bring you a listing of you a listing of your submitted work for approval as well. However, this window is opened **after the June SAMAS/TAAD Force lock** and has a much shorter time interval for inputted data than the 1st Edit Window.
- **Total** -This is a "non-clickable" row that provides a counter for the other five columns.

Changes that you have made during the main ASIP edit window before the June SAMAS/TAADS Force lock will be available as well as those you have made in the current force lock. You must view both reports to see all of the changes you have input during this year's ASIP edit cycle.

- Click the link on the desired edit window for the chosen Base.

Below, you will now see the **Status of Submissions(s) Listing** (which is the Approval Status) for the base. This listing will show one record for each change submitted at the chosen Base or UIC, a Description of the unit, the Originator of the change, the Change Type, the Approval Action for the change, and the Processor responsible for that action.

APPROVAL STATUS for FORT BRAGG   Show Transaction Details   Report   Help   Close

UIC	Description	Originator	Change Type	Approval Action	Processor
!0U303	POSTAL	ERNEST.PRATT	Deleted	APPROVED BY HQDA-ACSIM	JAMES.HUGHES
!0U303	POSTAL	FRED.DORSEY	Deleted	DECLINED BY	FRED.DORSEY
!0U306	AAFES	FRED.DORSEY	Added	DECLINED BY	ERNEST.PRATT
@0U301	CONTRACTORS	ERNEST.PRATT	Deleted	APPROVED BY HQDA-ACSIM	JAMES.HUGHES
@0U301	CONTRACTORS	FRED.DORSEY	Relocated and Modified	WAITING FOR APPROVAL BY	ERNEST.PRATT
G19119	00 0000 MP HHD BN	SAM.BENSON	Relocated	WAITING FOR APPROVAL BY	FRED.DORSEY
I1016T	REG TNG INST TN	JILL.ALLEN	Relocated	APPROVED BY HQDA-ACSIM	HQDA.ACSIM
W!NC5Q	FTS NC STARC	FRED.DORSEY	Deleted	WAITING FOR APPROVAL BY	ERNEST.PRATT
W0744G	W074 OFC USAED, SO ATLANTI	SAM.BENSON	Relocated	APPROVED BY HQDA-ACSIM	HQDA.ACSIM
W0FDBW	00 0000 CMD USA 81 RRC	FRED.DORSEY	Modified	APPROVED BY HQDA-ACSIM	NIRAJ
W7ZC02	2125 HQ USA GAR (AUG)	FRED.DORSEY	Relocated and Modified	APPROVED BY HQDA-ACSIM	HQDA.ACSIM
W8E101	7236 HSP USA HOSPITAL	FRED.DORSEY	Relocated	DECLINED BY HQDA-ACSIM	NIRAJ
W8FDA2	W8FD HQ SE ARNG CBTTNG BDE	FRED.DORSEY	Relocated and Modified	WAITING FOR APPROVAL BY	ERNEST.PRATT
WA4PA1	00 0051 SC BN CORPS AREA MSE	FRED.DORSEY	Added	WAITING FOR APPROVAL BY	ERNEST.PRATT
WR7LAA	00 0138 MP DET PWIC	FRED.DORSEY	Relocated	DECLINED BY HQDA-ACSIM	NIRAJ
WS1YAA	00 0216 TC DET MVT CTRL (PORT)	FRED.DORSEY	Relocated	DECLINED BY HQDA-ACSIM	HQDA.ACSIM

- Click on the **Show Transaction Details** link (middle arrow) at the top of the display above.

This will bring up a screen with columns exactly like the previous screen. This information will be detailed in **white** with additional information provided in

119

yellow. The information in yellow provides the entire history of the transactions for that record. Under the Username column, it lists the names of the people involved in the transactions. It also provides the Date, the Approval Status (approved/declined), and the Note, if any, that was attached each transactions.

This screen also has a Notes Only Report button and a Report button. The Notes Only Report button will generate a report based only on the notes attached for each transaction. However, the Report button will generate a report on the entirety of all transactions including the notes.

APPROVAL STATUS for FORT BRAGG		Hide Transaction Details			Notes Only Report	Report	Help	Close

UIC	Description		Originator	Change Type	Approval Action			Processor
!0U303	POSTAL		ERNEST.PRATT	Deleted	APPROVED BY HQDA-ACSIM			JAMES.HUGHES

Username	Date	Approval Status	Note
ERNEST.PRATT	09-FEB-04	Recommended for Approval	
JAMES.HUGHES	20-FEB-04	DA Approved	

!0U303	POSTAL	FRED.DORSEY	Deleted	DECLINED BY	FRED.DORSEY

Username	Date	Approval Status	Note
FRED.DORSEY	09-FEB-04	DECLINED	

!0U306	AAFES	FRED.DORSEY	Added	DECLINED BY	ERNEST.PRATT

Username	Date	Approval Status	Note
FRED.DORSEY	10-FEB-04	Declined	NEW NON-ARMY UNIT FOR FY 2005
ERNEST.PRATT	17-FEB-04	DECLINED	TEST RUN

@0U301	CONTRACTORS	ERNEST.PRATT	Deleted	APPROVED BY HQDA-ACSIM	JAMES.HUGHES

Username	Date	Approval Status	Note
ERNEST.PRATT	11-FEB-04	Recommended for Approval	THIS BASE OPS CONTRACTOR UNIT CLOSED IN FY 2003.
JAMES.HUGHES	20-FEB-04	DA Approved	

@0U301	CONTRACTORS	FRED.DORSEY	Relocated and Modified	WAITING FOR APPROVAL BY	ERNEST.PRATT

Username	Date	Approval Status	Note
FRED.DORSEY	10-FEB-04	Recommended for Approval	THIS IS AN EXAMPLE NOTE FOR THE APPROVER / HQDA ACSIM

- Click on the **UIC** column to show the **Change Detail** screen for an individual record.

(The UIC column is located at the arrows in the upper left corner of the above two screens. This can be done in either of the **Show Transaction Details** or the **Hide Transaction Details** screens (middle arrows)).

The **Change Detail** screen shows all approval actions for the record to include any notes added at any level in the process.

		FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
STATIONING		37099	37099	37099	37099	37099	37099	37099

		FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
	OFF	0	0	0	0	0	0	0
	WOF	0	0	0	0	0	0	0
	ENL	0	0	0	0	0	0	0
	USD	0 42	0 42	0 42	0 42	0 42	0 42	0 42
	OTH	0	0	0	0	0	0	0
	TOT MIL	0	0	0	0	0	0	0
	TOT CIV	0 42	0 42	0 42	0 42	0 42	0 42	0 42
	TOT POP	0 42	0 42	0 42	0 42	0 42	0 42	0 42

UICCC: DESCRIPTION:
!0U303   POSTAL FT BRAGG

COMPO: TYPCO: ASGMT: SERVICE: CCNUM: TPSN: SRC:
Z - NON-ARMY   A - OTHER TENANTS   PS - POSTAL   Z - NON-DEFENSE

ACTCO: EDATE: SOURCE:
A   20011001   DAI

UIC   **Change Status**
!0U303   Unit Deleted

Username	**Date**	**Approval Status**	**Note**
ERNEST.PRATT	09-FEB-04	Recommended for Approval	
JAMES.HUGHES	20-FEB-04	DA Approved	

[Close]

In the **Status of Submissions(s) Listing** and the **Change Detail** screen, you will see that the **Username** of the Originators and Approvers are all links. Clicking on the Username will allow you to view contact information for that person. In this case, Ernest.Pratt has been selected.

- Click the **Username** (Originator or Approver) to view contact information.

Commander

USA Installation Management Agency SERO

ATTN: SFIM-SE-OP (*Mr Ernest Pratt*)

1593 Hardee Ave SW

Fort McPherson, GA 30330

Phone: (404) 464-1665

Dsn: 367-1665

Fax: (404) 464-0747

Email: ernest.pratt@forscom.army.mil

Last Updated : March 14 2003

Send E-mail to : asipweb@vistatsi.com

To email this person click the email link highlighted.

Report

Finally, you may produce a report by clicking the **Report** button at either the Approval Status listing or the Transaction Details listing.

Add an Army Unit   (Undocumented Derivative)

The ASIP is built from Army Force Structure Authorizations as defined by the **SAMAS** and **TAADS** databases. You may **not add** <u>new</u> Army units to these databases through the ASIP. You can create **undocumented derivative** units (slices) of existing Army units in the ASIP Edit Domain module. This is to account for portions of an Army unit that are not given a derivative UIC in TAADS authorization documents. In some cases, these units may have a UIC registered in the **SORTS** database.   Furthermore, undocumented derivatives should only be created where those portions of the parent unit are located at a station different from that of the parent unit. This is because **creating collocated undocumented derivative will in no way affect the total population of a station.**

Procedure for Adding Army Derivative units

The **Add Army Unit** button appears on all levels of the drill-down screens when you are in the Edit ASIP Data mode. This button is located right below the My Edit Domain button of the ASIP header. An **Add Army Unit link** is also provided on the lower left part of the main menu screen.
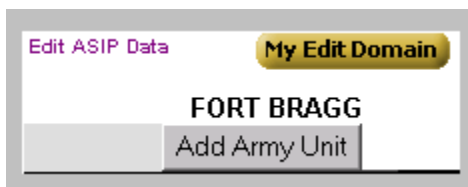
- Click the **Add Army Unit button**.

The ADD an Army Undocumented Derivative window appears. **Eight** steps are required to add an undocumented derivative unit.

Step 1. Enter UIC.
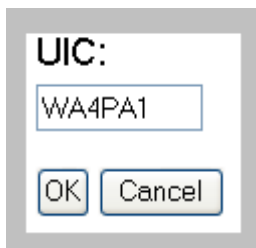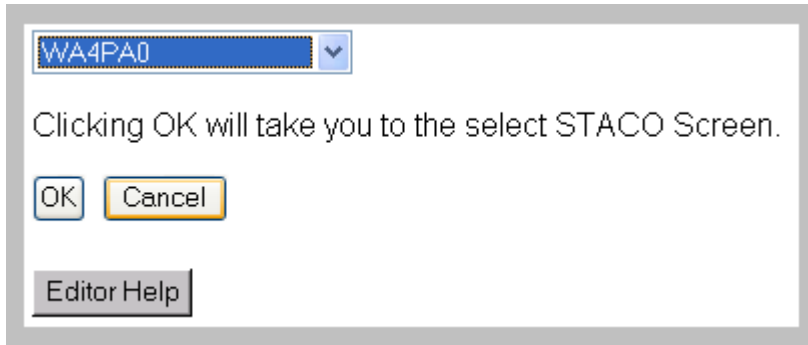
- Enter the UIC - By definition, Army Undocumented derivative units do not have a UIC registered in their TAADS authorization document. The unit may, however, have a UIC registered in the SORTS database. If so, use this UIC. If there is no existing UIC for this portion of the unit, you should create one using the first four characters of the parent UIC, "!" as the 5th

character, and a letter as the sixth character. (Example: WABD!A) The "!" character is used as a visual cue indicating an ASIP-specific UIC.

- Click the **OK** button.

Step 2. Verify the Parent Unit.
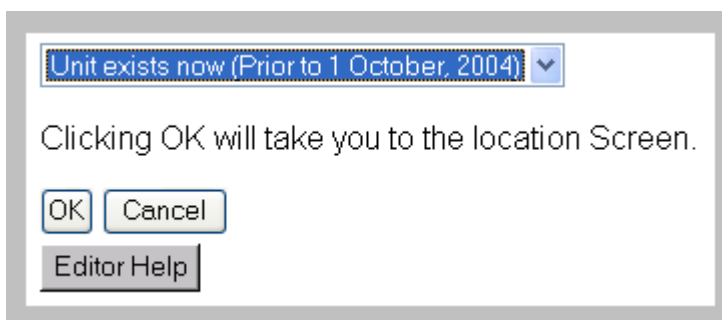
- Use the drop down list on this screen to choose the parent. The parent chosen will determine the document (SAMAS Parent) or paragraph of a document (TAADS subunit or derivative) from which you are drawing strength to create this derivative unit.
- **Important:** If you have already submitted a change to a potential parent of the derivative you wish to create, it will not be available for selection in the drop down list. This is to prevent you from entering conflicting updates. If you need to decrement a unit for which you have already submitted a change, contact the ASIP team.
- Click the **OK** button.
- The Editor Help button provides additional information, if needed.

Step 3. Choose an Activation Year for the unit.

- Pull down an activation year for the unit you wish to add.
- Click the **OK** button.
- The Editor Help button provides additional information, if needed.

Step 4. Choose a Location for your undocumented derivative unit.

- **Station Selections:**
    - Staco: You may select a station by typing in the Station Code of the installation.
    - Station Name: You may select a station by typing in the full or partial name of the installation.
- **Base Selections:**
    - Basco: You may query by typing in the Base Code of the installation.
    - Base Name: You may query by typing in the fill or partial name of the base.
- Click the **Go** or **Search** button next to the text box in which you have entered information. The **Go** button will work only if there is information in the STACO or BASCO field. The same is true for the **Search** button. The button will work only if there is information in the Station Name or Base Name field.

Step 5. Verify a Location.

- Use the drop down list on this screen to choose the station. If you selected a base in the previous screen, you may have multiple stations from which you can select.
- Click the **OK** button.

Step 6. Enter UNIT information.

- **(A). UNDES (Unit description information):** Enter a text description in the UNDES Field.
- **(B). STATIONING information:** You may choose a new station for any fiscal year in this report if the new unit moves from one year to another.
- **(C). STRENGTH:** Enter strength in the fiscal years that the unit exists.
  - **Strength Carries through all subsequent years:** The strength will automatically carry on through the out years for any entry. You may prevent this from happening by using the **Single Year Change** checkbox.
  - **Driving Parents Negative:** The website will not allow you to enter more strength in the undocumented derivative than exists in the parent. If you enter a number greater than the parent's strength for a strength category (OFF, WOF, ENL, USD, OTH) in any Fiscal Year, you will receive an error message.
- **(D). You May Enter Note:** You may add a note to your submission. This is intended to provide additional information to the approver that might be vital to his understanding of your intentions.

Step 7. Save or Submit your work.

- **SAVE:** Click the **Save** button to temporarily save your work. You can come back to this UIC later through the unit listing and further modify it or

126

Submit it for approval. Saved units do not affect your DELTA report. Saved units will not be visible to your approval chain.

- **SUBMIT:** Click the **Submit** button to send this change to be approved by your IMA Region and/or DA POCs. **When you submit your work for approval, you may not further modify the records.** Contact the ASIP team if you mistakenly submit a change.

- Click **Submit** to complete the submission process.

Step 8. UNIT details display of an added Army Undocumented Derivative unit.

Once submitted or saved, the unit detail window will look similar to the example below. The window provides confirmation that the unit has been added or submitted. The bottom of the screen provides a summary of information involving the Username, the Date it was submitted, the Approval Status, and the Note that was entered (You May Enter Note) during the Enter Unit information process of step 6.

UICCC: WA4PA1	DESCRIPTION: 51 SC BN CORPS AREA MSE CO A						
COMPO: 1 - ACTIVE	TYPCO: 1 - MTOE	ASGMT: FC - FORSCOM		SERVICE: A - ARMY	CCNUM: FC0105	TPSN: 31108	SRC: 11467L100100
ACTCO: A	EDATE: 20031001	SOURCE: DAI	Parent UIC: WA4PA0				

		FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
	STATIONING	37099	37099	37099	37099	37099	37099	37099

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
OFF	1	1	1	1	1	1	1
WOF	0	0	0	0	0	0	0
ENL	5	5	5	5	5	5	5
USD	0	0	0	0	0	0	0
OTH	0	0	0	0	0	0	0
TOT MIL	6	6	6	6	6	6	6
TOT CIV	0	0	0	0	0	0	0
TOT POP	6	6	6	6	6	6	6

Can Not Edit

[Editor Help] [Close]

☑ This UNIT has been REVIEWED.

Unit Added

Username	Date	Approval Status	Note
JOHN.DOE	11-FEB-04	Recommended for Approval	FIRST PLATOON, A COMPANY IS NOT COLOCATED WITH THE REST OF A COMPANY.

- Click the **Close** button to close the window.

Visual Cues in the UNIT Listing

After adding an Army unit or organization, you can go back to the newly added unit by using the querying tools of the Main Menu or by using the My Edit Domain button. Once obtained, you will see the new unit highlighted in yellow. You will also see the letter 'A' in green for submitted changes or red for un-submitted changes.

P/C	1 WA4PA0	0051 SC BN CORPS AREA MSE, CO A	37099	TOT POP:	133	133	132	132	132	132	132
☐											
P/C	1 WA4PA1	0051 SC BN CORPS AREA MSE, CO A	37099	TOT POP:	6	6	6	6	6	6	6
A ☐											
P/C	1 WA4PB0	0051 SC BN CORPS AREA MSE, CO B	37099	TOT POP:	139	139	138	138	138	138	138
☐											

Add a Non-Army Unit

You may add non-Army tenants to your ASIP reports to account for the following types of units. Furthermore, you may only enter the strength categories indicated for each unit type:

Type	Name Name	Example UICs	OFF	WOF	ENL	USD	OTH
AAFES	Army and Air Force Exchange Service	!XXX01, 123456	Y	Y	Y	Y	Y
AFRC	Armed Forces Recreation Center	!XXX01				Y	Y
AIR FORCE	Air Force unit	!XXX01, FXXX	Y	Y	Y	Y	Y
BANK	Community Bank	$XXX01					Y
COAST GUARD	Coast Guard unit	!XXX01, C12345	Y	Y	Y	Y	
COLLEGE	College extension	#XXX01					Y
CONCESSION	AAFES or other concessionaire	$XXX01					Y
CONTRACTORS	Government Contractors	@XXX01					Y
CREDIT UNION	Community Credit Union	$XXX01					Y
DLA	Defense Logistics Agency	DXXXXX, !XXX01	Y	Y	Y	Y	Y
DOD AGY	Other DOD Agency	!XXX01	Y	Y	Y	Y	Y
FOREIGN GVT	Element of a Foreign Government or Foreign military unit	!XXX01					Y
KATUSA	Korean Augmentation to U.S. Army	W!KTXX					Y
MARINE CORPS	Marine Corps unit	!XXX01, M12345	Y	Y	Y	Y	Y
NAVY	Naval unit	!XXX01, N12345	Y	Y	Y	Y	Y
NON-APPROPRIATED FUND	Any NAF activity	XABCDE, !XXX01					Y
OTHER ACTIVS	All other organizations not covered in this list	!XXX01					Y
POSTAL	U.S. Postal service	!XXX01				Y	Y

	organization						
RED CROSS	Red Cross office	#XXX01					Y
ST/LOCAL GVT	State or Local Government	#XXX01					Y
STARS AND STRIPES	Stars and Stripes Newspaper or bookstore	!XXX01					Y
TRAVEL OFC	Travel Office	!XXX01					Y
US GOVT OTH	Other U.S. Federal Government	!XXX01				Y	Y
USO	United Services Organization	#XXX01					Y
UTILITIES	Electrical, Telephone, or other utility organization	$XXX01					Y

Procedure for Adding Non-Army units or organizations

The **Add Non-Army Unit** button appears on all levels of the drill-down screens when you are in the Edit ASIP Data mode. This button is located right below the My Edit Domain button of the ASIP header. An **Add Non-Army Unit link** is also provided on the lower left part of the main menu screen.

- Click the **Add Non-Army Unit button**.

The ADD a Non-Army Unit window appears.   **Eight** steps are required to add a non-army unit.

Step 1. Select the Unit type:

- Pull down the Unit Type list and select the type of non-Army unit you wish to add.
- Click the **OK** button.
- The Editor Help button provides additional information, if needed.

Step 2. Choose an activation year for the unit.

- Pull down an activation year for the unit you wish to add.
- Click the **OK** button.
- The Editor Help button provides additional information, if needed.

Step 3. Choose a location for the unit.

- **Station Selections:**
  - Staco: You may select a station by typing in the Station Code of the installation.
  - Station Name: You may select a station by typing in the full or partial name of the installation.
- **Base Selections:**
  - Basco: You may query by typing in the Base Code of the installation.
  - Base Name: You may query by typing in the fill or partial name of the base.
- Generally you **may not** enter non-Army units on locations for which you are not POC.
- Click the **Go** or **Search** button next to the text box in which you have entered information. The **Go** button will work only if there is information in the STACO or BASCO field. The same is true for the **Search** button. The button will work only if there is information in the Station Name or Base Name field.

Step 4. Verify the location.

- Use the drop down list on this screen to choose the station. If you selected a location in the previous screen by selecting a base, you may have multiple stations from which you can select.
- Click the **OK** button.

Step 5. Select a UIC.

UNIT Type: AAFES
Location : 37099 - FORT BRAGG

UIC:

!0U306

[OK] [Cancel]

NOTE: The Army and Air Force Exchange Service should use their assigned UIC which is a 6 digit numeric code referred to as the "Store Code" within AAFES. If the AAFES store code can not be ascertained, a UIC based on the Garrison or supported unit using "!" as the first character, taking the second, third, and fourth characters from the supported unit, and using the last two characters as a unique numeric serial number should be used. Example: !ABC01.

[Editor Help]

- You will see guidance specific to the unit type you have chosen on this page to help you choose an ASIP specific UIC for the new non-Army unit. In some cases you should use the officially assigned UIC. (Other services unit, DLA organization, etc...)
- For most Army bases, a UIC will be suggested in the UIC textbox. You may choose to accept this UIC or enter one of your own.
- The UIC you enter will be checked against a historical list of existing UICs to ensure that it is unique.
- Click the **OK** button.

Step 6. Enter UNIT Information.

		FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
(B) STATIONING:		☐	37099	37099	37099	37099	37099	37099

☐ SINGLE YEAR CHANGE

		FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
	OFF	0	0	0	0	0	0	0
	WOF	0	0	0	0	0	0	0
(C)	ENL	0	0	0	0	0	0	0
	USD	0	20	20	20	20	20	20
	OTH	0	0	0	0	0	0	0
	TOT MIL	0	0	0	0	0	0	0
	TOT CIV	0	20	20	20	20	20	20
	TOT POP	0	20	20	20	20	20	20

You May Enter Note: New Non-Army Unit for FY 2005 **(D)**

UIC: IOU306 CARSS: UNMBR: BRANCH: UNTDS: AAFES UNDES: New Shoppette on Smokebomb H

COMPO: Z-NON-ARMY TYPCO: A-OTHER TENANTS ASGMT: AX-AAFES SERVICE: Z-NON-DEFENSE CCNUM: TPSN: SRC: **(A)**

ACTCO: A FY: EDATE: 10/01/2004 SOURCE: DAI Parent UIC: Supported UIC:

- **(A). UNDES (Unit description information):** Enter a text description in the UNDES Field.
- **(B). STATIONING information:** You may choose a new station for any fiscal year in this report if the new unit moves from one year to another. Generally you **may not** enter non-Army units on locations for which you are not POC.
- **(C). STRENGTH:** Enter strength in the fiscal years that the unit exists.
  - **Strength Carries through all subsequent years:** The strength will automatically carry on through the out years for any entry. You may prevent this from happening by using the **Single Year Change** checkbox.
  - Only the strength categories allowed for the specific unit type will be active and allow you to add strength. For example, you may not add military personnel in a contractor unit.
- **(D). You May Enter Note:** You may add a note to your submission. This is intended to provide additional information to the approver that might be vital to his understanding of your intentions.

Step 7. Save or Submit your work.

- **SAVE:** Click the **Save** button to temporarily save your work. You can come back to this UIC later through the unit listing and further modify it or Submit it for approval. Saved units do not affect your DELTA report. Saved units will not be visible to your approval chain.

- **SUBMIT:** Click the **Submit** button to send this change to be approved by your IMA Region and/or DA POCs. **When you submit your work for approval, you may not further modify the records.** Contact the ASIP team if you mistakenly submit a change.

- Click **Submit** to complete the submission process.

Step 8. UNIT details display of an added Non-Army unit.

Once submitted or saved, the unit detail window will look similar to the example below. The window provides confirmation that the unit has been added or submitted. The bottom of the screen provides a summary of information involving the Username, the Date it was submitted, the Approval Status, and the Note that was entered (You May Enter Note) during the Enter Unit information process of step 6.

UICCC: !0U306
DESCRIPTION: AAFES NEW SHOPPETTE ON SMOKEBOMB HILL

COMPO: Z - NON-ARMY
TYPCO: A - OTHER TENANTS
ASGMT: AX - AAFES
SERVICE: Z - NON-DEFENSE
CCNUM: TPSN: SRC:

ACTCO: A
EDATE: 20041001
SOURCE: DAI

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
STATIONING		37099	37099	37099	37099	37099	37099

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
OFF	0	0	0	0	0	0	0
WOF	0	0	0	0	0	0	0
ENL	0	0	0	0	0	0	0
USD	0	20	20	20	20	20	20
OTH	0	0	0	0	0	0	0
TOT MIL	0	0	0	0	0	0	0
TOT CIV	0	20	20	20	20	20	20
TOT POP	0	20	20	20	20	20	20

Can Not Edit

Editor Help | Close

☑ This UNIT has been REVIEWED.

Unit Added

Username	Date	Approval Status	Note
JOHN.DOE	10-FEB-04	Recommended for Approval	NEW NON-ARMY UNIT FOR FY 2005

- Click the **Close** button to close the window.

Visual Cues in the UNIT Listing

After adding a Non-Army unit or organization, you can go back to the newly added unit by using the querying tools of the main menu or by using the My Edit

Domain button. Once obtained, you will see the new unit highlighted in yellow. You will also see the letter 'A' in green for submitted changes or red for un-submitted changes.

☐	Z	I0U304	US GOVT OTH, DEPT OF VETERANS AFFAIRS	37099	TOT POP:	15	15	15	15	15	15	15
☐	Z	I0U305	OTHER ACTIVS, ARMED FORCES YMCA	37099	TOT POP:	3	3	3	3	3	3	3
A ☐	Z	I0U306	AAFES, NEW SHOPPETTE ON SMOKEBOMB HILL	37099	TOT POP:	0	20	20	20	20	20	20

Submitting ASIP Saved Change Records

Submit Saved Units

The Submit Saved Units tool allows you to see all of the saved record changes that you have made and then submit them for approval. It also allows you to clear or modify any changes you made previously.

Note: The Submit Saved Units link will only be available to editors will the authority to approve record changes. All other ASIP users will not see this link.

- Click the **Submit Saved Units** link (arrow below) in the **ASIP Main Menu** to go to the Submit Saved Units screen.
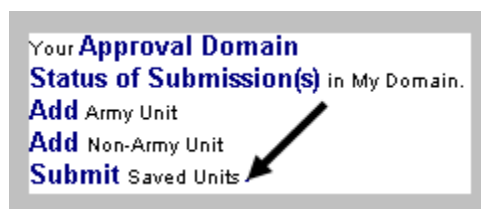
- The display below is the Submit Saved Units (List of saved UNIT(S)) screen.

The Submit Saved Units screen above shows a list of the record changes that have been saved. It consists of four headers of information. The following explains them:

- The **UIC** (unit identification code) column lists the units that have been saved. Checkboxes are to the left of the actual unit identification codes (blue links). Checking a box next to the associated unit will allow it to be processed.
- The **STACO** column lists station code for each unit.
- The **DESCRIPTION** column lists a description for each unit.
- The **CHANGE TYPE** column lists type of change performed on each unit.

Five buttons are also on the screen (at the bottom) and are discussed below.

- Clicking the **Select All** button allows all of the units to be selected.
- Clicking the **Clear All** button allows all of the units to be unselected.
- Clicking the **Submit** button will allows any or all of the units to go up the approval chain.
- The **Close** and **Cancel** buttons will close the window.
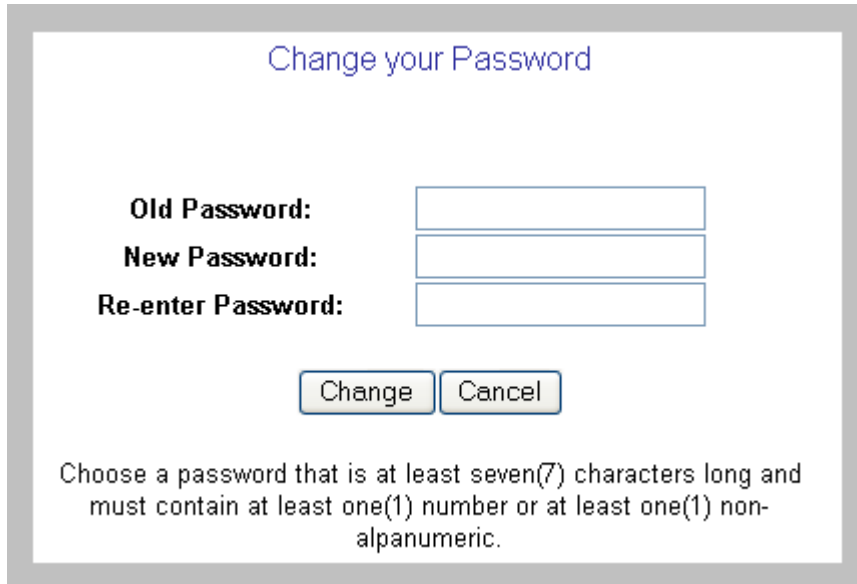
Clicking a unit identification code (blue links) under the UIC column will bring up the unit detail screen for that unit. Refer to the **Modify / Relocate (UNITS, STATIONING, STRENGTH)** for a description on how to modify/relocate a unit.

User Functions of ASIP Main Menu

Change Password

Click on the Change Password link, under User Functions of the Main Menu, to take you to the Change your Password screen as shown below. Use this link whenever you desire to change your password.

The Change your Password screen below allows you to change your password.

Type in your old and new passwords as directed. Pressing the **Change** button will update the password. Pressing the **Cancel** button will stop the operation.

Note: Choose a password meeting the criteria as indicated in the display above. If the conditions are not met, an error message will appear.

Update User Information

Clicking on the Update User Information link, under User Functions of the Main Menu, will take you to the Modify ASIP User Profile screen as shown below. Use this link whenever your status has changed, such as getting a new work number or email address.

Modify ASIP User Profile Step 1

Individual/Contact Information

Title (e.g Mr,Ms,Rank)	Mr.
First Name	John
MI	K
Last Name	Smith
Suffix (e.g Jr,Sr)	
Email:	john.smith@us.army.mil

[Step 2] [Clear] [Close]

This is the initial screen used to update you account information. To complete the process, four additional steps or screens will be displayed for you to enter your changed data in. Notice also the buttons located at the bottom of the screen.

Pressing the selected button on the five display screens will allow you to either go to the desired screen in a forward or backward fashion, **Clear** the inputted data from the current screen, or **Close** and stop the entire process.

Editor/Submitter Units Status

If you are an editor, you will see the Editor/Submitter Units Status link (arrow below) under the User Functions of the ASIP Main Menu.

User Functions
Change Password
Update User Information
Editor/Submitter **Units Status**
Your **Group Management.**

- Click the **Editor/Submitter Units Status** link to go to the My Editor/Submitter Unit(s) Status page as shown below.

My Editor/Submitter Unit(s) Status.

User Name	Submitted Unit(s)	Saved Unit(s)	pending approval	Total Unit(s)
CHARLES.RHOADS	8	5	3	13
DAVID.O'MARA	0	0	0	0
DAWN.FEDERLINE	1	15	0	16
DEBORA.SORICE	0	0	0	0
WILLIAM.DURHAM	0	0	0	0
WILLIAM.ROBARGE	8	0	8	8
WILTON.LITTLE	0	0	0	0
ZITA.MOORE	0	0	0	0

The My Editor/Submitter Unit(s) Status page above is shown with users that have been created in the editor's domain. The screen has five columns (links) and will be discussed next.

- **User Name**   -Clicking on this link (short arrow) will sort the users in alphabetical order. Also note that clicking on the individual user name, such as Zita.Moore (long arrow), will bring up a window with the user's point of contact information in it.
- **Submitted Unit(s)** -Clicking on this link will sort the numbers in the column from highest to lowest. The Submitted Unit(s) column provides a listing of submitted units for each user in the editor's domain.
- **Saved Unit(s)** -Clicking on this link will sort the numbers in the column from highest to lowest. The Saved Unit(s) column provides a listing of saved units for each user in the editor's domain.
- **Pending Approval**   -Clicking on this link will sort the numbers in the column from highest to lowest. The Pending Approval column provides a listing of the units waiting for approval for each user in the editor's domain.
- **Total Unit(s)** -This is a "non-clickable" column that provides a counter for the other three columns.

Your Group Management

If you are an editor, the Your **Group Management** link (arrow below) from the **ASIP Main Menu** will be seen. Only editors with the authority to submit record changes will see this link. All other ASIP users will not see it.

User Functions
Change Password
Update User Information
Editor/Submitter Units Status
Your Group Management.

Clicking on the Your Group Management link will take you to the User's Group Management tool. This tool will allow the editor to see all of their "sub" editors and supervisors in his/her Edit Domain.

- The display below is the User's Group screen. For purposes of review, the screen is broken into two parts.   Notice that the screen will have the editor's name in the header.

(1). The first part of the screen is the "**List of users in your group**:" section.

Select a user from the drop-down box. The editor can perform one of three actions to mange their existing users in the group.   The following explains those actions.

Note: A list of users in the drop-down box will only be present if you have already created them.   To create them, you will have to use the second part of the screen - (2) **Search user to add in your group**.

(A). Modify selected user…

Clicking on the Modify link will bring up the display below.   Notice in the header that Fred.Dorsey is still the editor.

FRED.DORSEY User's Group [Help]

This User Group Management Tool will help you in managing your editors/supervisor within your "EDIT DOMAIN". You can add, modify remove or view a user's domain information in your group.

User Name: Scott, Ayres
User's Domain: STATION
Select from list to add domain:

FORT BRAGG
2A ITAAS (AT-3877)
USASOC USARC (E-2929)
FORT BRAGG USARC (1-2732)
SIMMONS ARMY AIRFIELD USARC
WOMACK AMC USARC (4-2817)
FORT BRAGG USARC (AT-3959)
FORT BRAGG USARC (AT-3872)
FORT BRAGG USARC (3-4533)
TS FORT BRAGG/MATES 79S

[Add]
[Remove]

This will be user's domain:

BG WILLIAM S MCARTHUR USARC (
FORT BRAGG ECS 125 (G) (A-6283)
USACAPOC USARC (E-2535)
FORT BRAGG USARC (AT-5424)

Editor: ☑ Supervisor: ☐

[Done]   [Back]   [Cancel]

The example above shows Scott, Ayres as a user. His domain is on the STATION level. However, a user's domain can also be on the BASE level.

Two boxes are located directly below the user's name information. The **left** box will have the entire domain list belonging to the editor. (Remember, Fred.Dorsey is the editor in this example.) The **right** box is the domain listing that has been "assigned" to the user.

The **Add** button in the center will "assign" a station or base domain from the editor's domain to the user. The **Remove** button will perform the reversal of the Add button where a domain listing will be removed from the user's account and back to the editor's domain.

Below the two domain boxes are the Editor and Supervisor selections. The editor can designate one of these selections to the newly acquired user. The following explain them.

- Editor - A new user can have "sub" editor capabilities. A "sub" editor can perform all functions to a record change except submitting them for approval.
- Supervisor - A new user can have supervisor capabilities. A supervisor can only view or look at the record changes.

At the bottom of the screen are the Done, Back and Cancel buttons.

- Pressing the **Done** button completes the transaction.
- Pressing the **Back** button will allow the editor to back to the previous screen.
- Pressing the **Cancel** button stops the transaction and closes the window.

(B). **Remove** User…

Clicking the Remove link will take the selected user out of the editor's domain. A warning message will display before the actual removal is done. Click the OK button to remove the user or the Cancel button to stop the operation.

(C). **View** User…

Clicking on the View link will bring up the selected user domain information as shown below.

The screen gives the editor a summary of the user information. The screen also provides a drop-down list of the user's domain listing.

Near the bottom of the screen are four buttons. They are discussed below.

- **Modify** -Pressing this button will take the editor to the Modify User screen as reviewed earlier.
- **Remove** -Pressing this button will remove the selected user from the group domain with a warning message prior to removal.
- **Back**   -Pressing this button will take the editor back to the main Group Management screen.

- **Cancel** -Pressing this button will stop the operation and close the window.

The next part of the screen is the (2) "**Search user to add in your group**" section. As displayed below, this section will allow an editor to find the desired, registered ASIP user and add the user to his/her group.

Type the **First Name** and the **Last Name** in their respective boxes. Then press the **Search** button to conduct the search.   The **Status: line**, located at the bottom of the screen, will indicate the results of the search.

Note: You will need to know the first and last name to conduct a search.

If the registered ASIP user is found, the display will be shown like the one below.

145

Notice that the user name, title, company, and phone number is displayed for confirmation. Also, the editor will have to select the domain level (Station or Base) for the user. Three new buttons are now in the display, and are discussed below.

- The **Add** button will add the user to the editor's group.
- The **Back** button will take the editor to the previous screen.
- The **Cancel** button will stop the operation and close the window.
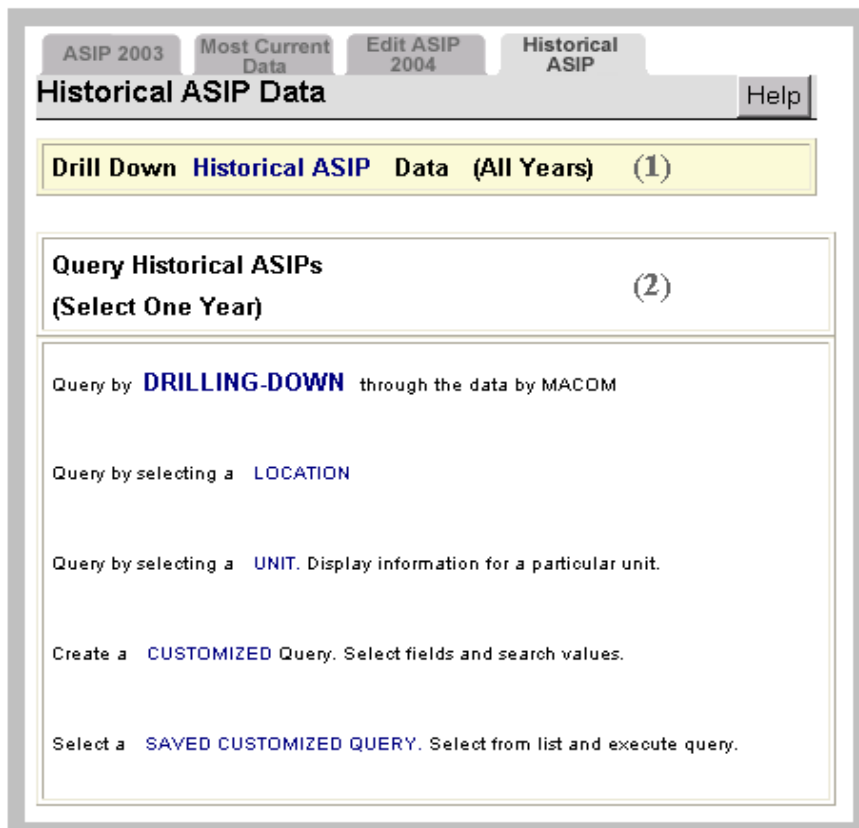
Part IV – Historical ASIP Data

The Historical ASIP Data mode (Historical ASIP tab)

The Historical ASIP Data tool allows you to view ASIP data from 1995 to the present. You can display this data in a side-by-side comparison showing multiple ASIP years or by querying a single ASIP year for a more detailed look at the data.

Whenever you are viewing Historical ASIP data, you should be aware of certain assumptions and standardizations that were necessary to make the various data sets available for side-by-side analysis. <u>Learn more about the Historical ASIP Data Set at the end of the section</u>.

When you click the **Historical ASIP tab**, the **Historical ASIP Data** menu will appear (see display below).

There are two ways to access the historical data of ASIP.

(1). Click the **Drill Down Historical ASIP Data (All Years)** link in order to see the summary totals of the ASIP population at various levels from the MACOM to the Station.

(2). Use the **Query Historical ASIPs (Select One Year)** menu to view a selected ASIP year with its seven years of data.

(1). Drill Down Historical ASIP Data (All Years)

When you click the Drill Down Historical ASIP Data (All Years) link, you will see the top level view showing the total ASIP population for all of the available years in the historical data set.   You may set **Filters** to limit the amount and types of data that are visible.

			FY 1993	FY 1994	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Results	**Filters**																
Historical ASIP															Report	Excel
Current Filters: Start FY: 1993 ,End FY: 2001 ☐ Add Lines to Tabular Display.																
ASIP YEARs																
Drill to ==> MACOMs																
1993	1,886,732	1,843,700	1,814,914	1,705,617	1,699,106	1,697,960	1,697,361									
1994		1,803,029	1,744,983	1,736,372	1,668,081	1,663,153	1,663,728	1,661,402								
1995			1,816,598	1,793,403	1,773,750	1,758,593	1,755,204	1,753,763	1,752,338							
1996				1,775,288	1,745,194	1,715,874	1,709,403	1,702,873	1,704,715	1,709,391						
1997					1,786,926	1,759,424	1,756,870	1,755,797	1,755,296	1,759,629	1,761,385					
1998						1,759,606	1,742,531	1,734,371	1,736,982	1,736,068	1,736,304	1,738,372				
1999							1,766,600	1,739,923	1,741,158	1,739,435	1,742,217	1,743,950	1,739,409			
2000								1,728,882	1,729,379	1,721,828	1,725,936	1,730,011	1,734,577	1,731,898		
2001									1,739,537	1,740,790	1,740,089	1,746,015	1,747,075	1,747,669	1,761,264	

The screen produced above is the Historical ASIP. It consists of the Results and Filters tabs. Inside of the screen is the **ASIP YEARs** (upper left corner).   The ASIP YEARs, or version, runs down the page vertically. Across the top horizontally are the fiscal years associated with each ASIP version. At any level in the drill down process, clicking on the ASIP YEARs (blue link) on the left will take the user to that ASIP version at the same organizational level with access down to the UIC level. Refer to the **Historical ASIP Data Set** to the end of the section for the explanations involving the changes in stationing relationships.

Click the **Drill to ==> MACOMs** link (arrow above) to change the level of view for all MACOMs. When you click the link, you will get a list of MACOMs with an indication of what years they existed in the ASIP report (display shown below). The user can continue to drill down through the command structure to the station level.

In the Drill Down Historical ASIP Data (All years) summary view, only one entity or command level can be viewed at a time.

MACOM / Base changes

At the Base level, you will begin to observe the effects of the restructuring of Army MACOMs over time. This is further explained in the **Historical ASIP Data Set**.

Click the **Filters tab** at the top of the page to limit or expand the amount and types of data that you can view. Earlier, when the Historical ASIP tab was first click on, the **Drill Down Historical ASIP Data (All Years)** tool screen and the **Query Historical ASIP (Select One Year)** tool screen were shown. The **Drill Down Historical ASIP Data (All Years)** tool screen had fewer filters than the **Query Historical ASIP (Select One Year)** tool screen.

Filters Tab

Now, under the Filters tab there are two new filters - (1) Data Filters, and (2) Display Filters for use in the **Drill Down Historical ASIP Data (All Years)** as shown below.

- The Data Filters has two components:
  - The **TYPCO**, or Unit Type Code, filter allows the user to include all unit types in the ASIP (the default setting) or to restrict to any combination desired.
  - The **Unit COMPO**, or component, filter allows the user to include all service components (the default setting) or to restrict to any combination desired
- The Display Filters has three components:
  - The **TYPCO Summary** is used to filter the display of data by the TYPCO at any view level.
  - The **Strength Categories** allows the user to see only the total population numbers (the default) or up to all eight strength categories. Any combination is possible but to avoid confusion, users should be careful to only select the total military and total civilian options either without their component parts or if all of their component parts are selected. This will avoid the impression that the subtotals are out of sync with the components.
  - The **ASIP Year Range: (Start ASIP FY:** and **End ASIP FY:) is used** to limit the number of years of data that you are viewing. This makes the data easier to read and use.

After making your selection criteria in the Filters tab, you can obtain the results. Click the **Results** tab (next to the Filters tab) or the **Apply** button (upper right corner) to get your results.

			FY 1993	FY 1994	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Results	**Filters**															Report	Excel
Total ARMY ==>FORSCOM==> BASE: **FORT LEWIS** Drill Up																	
Current Filters: Start FY: 1993 ,End FY: 2001 ☐ Add Lines to Tabular Display.																	
MACOM																	
ASIP YEARs																	
Drill to ==> Locations																	
1993 FORSCOM FORT LEWIS	OFF:		1,927	2,260	2,288	2,283	2,268	2,273	2,275								
FORSCOM	WOF:		318	300	283	275	264	264	266								
FORSCOM	ENL:		14,271	16,923	17,181	16,514	16,447	16,447	16,452								
FORSCOM	USD:		3,586	4,311	4,153	4,094	4,112	4,112	4,112								
FORSCOM	OTH:		433	433	433	433	433	433	433								
1994 FORSCOM	OFF:			2,241	2,166	2,171	2,144	2,149	2,149	2,149							
FORSCOM	WOF:			298	274	276	266	267	267	267							
FORSCOM	ENL:			16,544	16,144	16,232	16,173	16,151	16,151	16,151							
FORSCOM	USD:			3,971	3,813	3,570	3,521	3,502	3,502	3,502							
FORSCOM	OTH:			345	345	345	345	345	345	345							
1995 FORSCOM	OFF:				1,831	1,533	1,512	1,517	1,517	1,541	1,541						
FORSCOM	WOF:				285	298	289	291	291	291	291						
FORSCOM	ENL:				15,355	14,932	14,881	14,871	14,871	14,894	14,894						
FORSCOM	USD:				3,525	2,393	2,340	2,320	2,321	2,313	2,310						
FORSCOM	OTH:				1,923	1,923	1,923	1,934	1,934	1,934	1,934						
1996 FORSCOM	OFF:					2,393	2,279	2,297	2,300	2,319	2,329	2,329					
FORSCOM	WOF:					361	343	344	344	345	346	346					

Add / Remove Tabular Lines

Once you have your results, you can make the data easier to read by adding lines to the display. Clicking the **Add Lines to Tabular Display** checkbox to have this done (see arrow on display below).

Light grey lines between data categories selected in the Filters tab (if so selected) and black lines between the ASIP YEARs will now be added to the report for readability. You can also remove the lines by simply clicking the **Remove Lines from Tabular Display** checkbox (arrow below). This also serves to compact the data view somewhat.

153

Results | Filters

Total ARMY ==>FORSCOM==> BASE:**FORT LEWIS** **Drill Up**

Current Filters: Start FY: 1995 ,End FY: 2003 ☐ Remove Lines from Tabular Display.

MACOM		FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
ASIP YEARs										
Drill to ==> Locations										
1995 FORSCOM FORT LEWIS	OFF:	1,831	1,533	1,512	1,517	1,517	1,541	1,541		
FORSCOM	WOF:	285	298	289	291	291	291	291		
FORSCOM	ENL:	15,355	14,932	14,881	14,871	14,871	14,894	14,894		
FORSCOM	USD:	3,525	2,393	2,340	2,320	2,321	2,313	2,310		
FORSCOM	OTH:	1,923	1,923	1,923	1,934	1,934	1,934	1,934		
FORSCOM	TOT POP:	22,919	21,079	20,945	20,933	20,934	20,973	20,970		
1996 FORSCOM	OFF:		2,393	2,279	2,297	2,300	2,319	2,329	2,329	
FORSCOM	WOF:		361	343	344	344	345	346	346	
FORSCOM	ENL:		17,158	16,655	16,567	16,574	16,655	17,101	17,101	
FORSCOM	USD:		3,775	3,567	3,467	3,515	3,286	3,279	3,281	
FORSCOM	OTH:		1,919	1,919	1,930	1,930	1,930	1,930	1,930	
FORSCOM	TOT POP:		25,606	24,763	24,605	24,663	24,535	24,985	24,987	
1997 FORSCOM	OFF:			2,113	1,930	1,945	1,964	1,974	1,974	1,974
FORSCOM	WOF:			325	330	333	334	335	335	335
FORSCOM	ENL:			16,354	15,636	15,745	15,846	16,292	16,292	16,292

(2). Query Historical ASIPs (Select One Year)

The Single Year Query menu and browser is made to work in the same way as the Query tools for the Official ASIP data. The primary difference between these tools is that you will be asked to **designate an ASIP year** to query when you select the query tool of the **Query Historical ASIPs (Select One Year)**, as shown below.

When you use the Single year historical ASIP tools, the ASIP year that you are viewing will be indicated in the heading (Total 1997 ASIP) and the start year of the data shown. For example, in the image below, the ASIP version is 1997. Also notice that the **Filters tab** was used here too. In this case, the **Strength Categories under the Display Filters** of the Filters tab was used to uncheck all of the categories except for the Tot Pop (Total Population). This is the reason why there is only the total population for each fiscal year showing.

Single year historical ASIP queries function identically to the current ASIP queries.
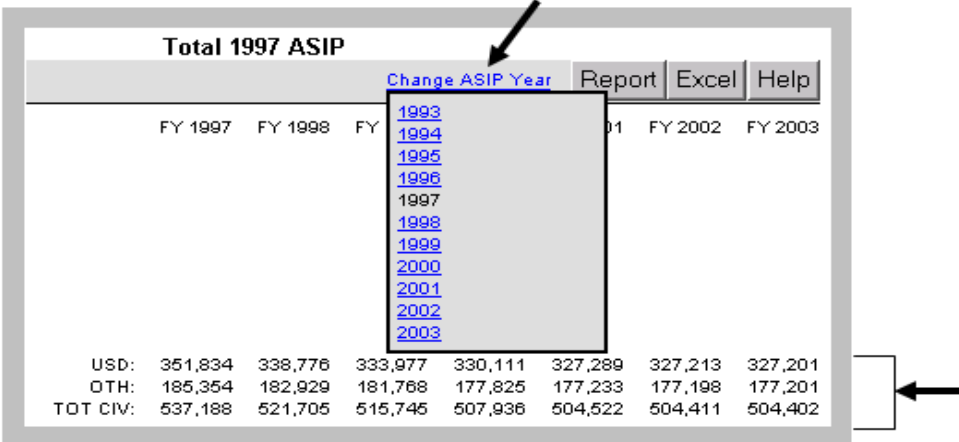
Change ASIP Year

However, there is one primary difference between using the tools of the Single Year Historical ASIP and the tools of the Current Official ASIP. That difference is

the **Change ASIP Year** link (middle arrow above).   Use the **Change ASIP Year** link in the title bar to immediately switch to another year of ASIP data.

When you click the **Change ASIP Year** link, a drop-down list of years will appear.   Regardless of what year you choose from the drop-down list, there will be ASIP data for a span of seven years (far right arrow above). However, the ASIP data for the same seven years can change.

What can cause the ASIP data to change?   The selection criterion inside of the Filters tab is the answer. Clicking on the Filters tab and changing the selection criteria, such as switching the UNIT COMPO from (1,2,3,Z) to (1,2), will result in different values being produced for the ASIP data for each of those same seven years (refer to the display below).

Total 1997 ASIP

	Change ASIP Year	Report	Excel	Help

	FY 1997	FY 1998	FY	1993	01	FY 2002	FY 2003
				1994			
				1995			
				1996			
				1997			
				1998			
				1999			
				2000			
				2001			
				2002			
				2003			
USD:	351,834	338,776	333,977	330,111	327,289	327,213	327,201
OTH:	185,354	182,929	181,768	177,825	177,233	177,198	177,201
TOT CIV:	537,188	521,705	515,745	507,936	504,522	504,411	504,402

This feature is a very powerful tool. It gives you the capability to apply the same filters and queries to several years of ASIP data in a yearly sequence for the purpose of comparison.

The Historical ASIP Data Set

The Historical ASIP Data Set was produced from a database structure that evolved and changed significantly over the years. As such, during the process of making the various data sets useful and useable for side-by-side comparisons, it was sometimes necessary to make certain assumptions and standardizations. Some of these are listed below.

When conducting analysis on historical ASIP data, or looking for trends, users should be aware that some changes in population between different ASIP years, may be due to organizational changes, changes in data sources (availability of some data types), inclusion of new TYPCOs, or redistributing population amongst different TYPCOs, or field reporting of additional tenants (previously not reported). To ensure valid comparisons are made between the various ASIP versions, it may be necessary to drill deeper into the data or view it with the TYPCO summary filter setting to ensure a better understanding of how the ASIP population data changed over time.

Assumptions, Standardizations and Notes for the Historical ASIP data set

MACOM, BASE, and STATION structures:

- Stationing structures in the Historical ASIP data set are shown as they were in the year that each data set was published. The result of the restructuring of MACOMs and Bases is a discontinuity in some of the Station, Base, and MACOM relationships from year to year in the historical ASIP data.
- When using the Drill Down (All years) tool, you will begin to see the effects of the restructuring of Army MACOMs over time. In a base that changes MACOM affiliation over time, you will see the changes in the MACOM name on the left side of the screen. For instance, if you drill to Fort Hamilton, you will note that it changed MACOM affiliation from FORSCOM to MDW in 1998. You will also see changes in nomenclature of the level you are viewing. For example, you will see that, prior to 1997, Eight U.S. Army (EUSA) was referred to as Army Korea.

Summer and Winter ASIP reports (1998 and prior years):

- All ASIP data in the Historical tool was produced from the June MFORCE lock of the indicated fiscal year.
- Prior to 1999, two official ASIP reports were published, generally referred to as the Summer and Winter ASIPs. The Summer ASIP, produced from the June MFORCE lock for these years, corresponds most closely to the current documentation cycle. As such, the ASIP data displayed for FY 1993 through FY 1998 is the Summer ASIP.

The Official ACSIM Base List (1999 to Present):

- Starting in 1999, the ASIP command structure included the published list of ACSIM official Active Army Bases. Prior to this, a base was defined by the official definition: a base or group of installations for which a local commander is responsible, consisting of facilities necessary for support of Army activities including security, internal lines of communication, utilities, plants and systems, and real property for which the Army has operating responsibility. This definition was applied in different ways by different MACOMs that sometimes resulted in a significantly different view of Army Locations than in previous years.

National Guard and Army Reserve Bases:

- National Guard locations are shown under the current State Reserve Command (STARC) structure that rolls all ARNG facilities in a state to a single Base. Individual ARNG Armories or installations remain visible at the station level of detail under these bases.
- Army Reserve locations are shown under the current Reserve Support Command (RSC) structure. All Army Reserve facilities in an RSC are rolled to a single base. Individual USAR Centers (USARCs) or installations remain visible at the station level of detail under these bases.
- The above is a change to data published in ASIP reports prior to 1999, when bases were defined at the Armory and USARC level in most cases. This resulted in many more ARNG and USAR bases than we currently see. As of 1999, these bases were consolidated into one base for each STARC (54 total), and one base for each RSC (12 total), and two additional USAR bases, Fort McCoy and Fort Dix. (which included Devens RFTA, Camp Parks, Charles E. Kelly Support Center, and Fort Hunter Ligget) In 2000, Devens RFTA, Camp Parks, Charles E. Kelly Support Center, and Fort Hunter Ligget were broken out of Fort McCoy and Fort Dix to form their own bases.

Locations other than Official bases (1999 to Present):

- After the first official ACSIM base list was included in the ASIP, there remained several locations under the control of various MACOMs that were not official bases. One example is the Presidio of San Francisco, belonging to FORSCOM until FY 2000. These locations contribute to the total population of their MACOMs in the Drill Down, but are under the heading "Other Locations" at the base level view of the drill down.
- Other location data is not available in the All Year Historical ASIP Drill Down. As such, it is sometimes necessary to view the data by single year in order to see details of facilities that ceased to be included as a base or closed.

TYPCO in the Historical Data Set:

Unit Type Code or TYPCO is one of the most useful ways to differentiate ASIP data. As the need for greater detailed analysis has increased over the years, the list of Unit Type Codes used in the ASIP has grown. The following table shows the history of the TYPCO in the ASIP.

TYPCO	DESCRIPTION	YEARS	PRIOR TYPCO
1	MTOE	ALL	
2	TDA AUG TO MTOE	ALL	
3	TDA	ALL	
4	PCS STUDENTS	ALL	
5	TDY STUDENTS	ALL	
6	TRAINEES	ALL	
A	OTHER TENANTS	ALL	
C	CONTRACTORS	1998-PRES	A
F	FTS - RESERVES	1998-PRES	3,A
G	FTS - GUARD	1998-PRES	3,A
H	AGR - RESERVES	1998-PRES	3,A
J	AGR - GUARD	1998-PRES	3,A
K	KATUSA	1999-PRES	A
N	NON-ADDITIVE	1998-PRES	1,2, OR 3
S	OTHER SERVICES	1998-PRES	A
W	USACE CIVIL WORKS	2000-PRES	3,A